

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Purchase Order Approval (Staff recommends approval).

REQUESTED ACTION: Approve Purchase Orders

☐ Work Session (Report Only)

DATE OF MEETING: 5/25/2010

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Budget & Purchasing

BUDGET IMPACT:

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☐ N/A

HISTORY/FACTS/ISSUES:

PO Number	PO Amount	Vendor Name	PO Description
53727	\$66,298.00	Springstead Engineering, Inc.	Panacoochee Retreats Subdivision Drainage – Improvement Proposal – Design
53728	\$120,000.00	Kimley-Horn and Associates, Inc.	C-466 W from C-475 to US 301 (SR 35) Preliminary Development and Environment (PD&E) Study
53729	\$150,000.00	Kimley-Horn and Associates, Inc.	C-462 from CR 209 to C-466A Preliminary Development and Environment (PD&E) Study
53788	\$19,000.00	Bushnell Dixie Youth Baseball League	Bushnell Dixie Youth Baseball League, Inc. – T-Ball Reg. Tournament
53808	\$939,046.30	The Villages Technology Solutions Group	Voice Over Internet Protocol (VoIP) equipment and labor charges for The Villages Sumter County Service Center and the remaining County-wide offices
53827	\$50,000.00	The Villages Technology Solutions	General IT Support Services Agreement for remaining FY 09/10

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

Springstead Engineering, Inc.
727 South 14th Street
Leesburg, FL 34748

DATE 4/16/10

DEPT. Road and Bridge

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103-340-541-3100		1	Panacoochee Retreat Subdivision Drainage Improvement Proposal Design WO # 21 Approved by BOCC 4/13/10	\$66,288.00	\$66,288.00
TERMS:				TOTAL	\$66,288.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL
EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

DISTRIBUTION:

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**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Panacoochee Retreats Subdivision Drainage Improvement Proposal from Springstead Engineering, Incorporated (Staff recommends approval).

REQUESTED ACTION: Board Approval

☐ Work Session (Report Only) **DATE OF MEETING:** 4/13/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Springstead
Engineering
Incorporated

Effective Date: 4/14/2010

Termination Date: 6/25/2011

Managing Division / Dept:

Public Works / Road and Bridge

BUDGET IMPACT: Design is not to exceed \$66,298 and Construction Engineering Inspection (CEI) is not to exceed \$23,700, if grant funding is realized for construction.

☐ Annual
☒ Capital
☐ N/A

FUNDING SOURCE: County Transportation Trust

EXPENDITURE ACCOUNT: 103-340-541-3100

HISTORY/FACTS/ISSUES:

A Request for Proposal (ITB 156-0-2010AT) for Community Development Block Grant (CDBG) Writing and Administration is currently posted on Demandstar with responses due April 14, 2010.

It is anticipated that CDGB funds will be obtained to fund construction of the Panacoochee Retreats Subdivision Drainage Improvement Project. As a result, it is currently necessary to commence the design process to determine what, if any, regulatory requirements may be imposed by the Southwest Florida Water Management District and to facilitate construction in a timely fashion. Road and Bridge contacted Springstead Engineering Incorporated (SEI) for a written proposal for this project. Attached for Board review, consideration, approval and execution are SEI's proposal and Continuing Engineering Contract Work Order #21.

APPROVED

April 13, 2010

CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Public Works Division

WORK ORDER #21

WORK ORDER DATE: 4/13/2010

PANACOCHEE RETREATS SUBDIVISION DRAINAGE IMPROVEMENTS PROJECT

To: *Springstead Engineering*
727 South 14th Street
Leesburg, Florida 34748

Attn: David Springstead, P.E., Vice President

FUNDING SOURCE: County Transportation Trust

EXPENDITURE
ACCOUNT: 103-340-541-3100

You are hereby authorized to commence the following work outlined in the attached proposal. Approved work order amount not to exceed \$66,298 and \$23,700 for CEI
In the event the project is constructed.

Requested By: *Wm. J. Springstead*

Assistant Public Works Director for
Planning, Engineering and
Environmental Projects

Date: 4-7-10

Approved By: *[Signature]*

Director Sumter County Public
Works

Date: APR 13 2010

Authorized By: *[Signature]*

County Administrator

Date: APR 13 2010

Authorized By: *[Signature]*

BOCC Chairman

Date: APR 13 2010



**Springstead
Engineering, Inc.**
Consulting Engineers - Architects - Planners - Surveyors

ED - 0001723
AA - 0002820
LB - 0001723
727 South 14th Street
Leesburg, Florida 34748

Lake (352) 787-1414
Sumter (352) 793-3639
Fax (352) 787-7221

April 7, 2010

Mr. William F. Stevens, P.E.
Sumter County Public Works
315 East Anderson Street
Bushnell, Florida 33513

**RE: Proposal for Engineering and Survey Services
Panacochie Retreats Drainage Improvement Project
Sumter County, Florida
SEI File No. 93-11400.001**

Dear Mr. Stevens:

Springstead Engineering, Inc. (SEI) is pleased to present the following proposal for conducting the civil engineering and surveying services for the above referenced project. This proposal presents our fee based on the proposed scope of work.

Our scope of work will consist of performing ground survey to determine encroachments into the proposed project area, establishing control and baseline, obtaining the required site elevations on which to prepare construction plans, and the design, permitting, bidding, and construction engineering inspection. The basis of the project will be the plans previously developed for the ditch in 1998.

We will also develop an alternative plan to try to minimize the impacts due to the easement encroachments and to incorporate elements which will help to promote removal of stormwater in the lower lying areas adjacent to the road.

The preliminary design will be presented to Public Works for review and approval. Upon approval of the preliminary design we will develop the design plans to a level of 60% complete. We will again review the plans with Public Works, and after comments and corrections, schedule and attend a pre-application meeting with SWFWMD to review the design and go over permitting issues.

The plans will then be developed to 90% complete and will be provided to Public Works for review and comment. Public Works comments will be incorporated into the 100% plans. The BRP permit application will be completed and permitting plans will be submitted to SWFWMD for review and comment. Due to the nature of this project, we anticipate that the comment period with SWFWMD will take 4-6 months.

After the permit is complete, the construction plans and bidding documents will be prepared and finalized. SEI will conduct a pre-bid meeting, respond to contractor questions and provide addendums, as necessary. SEI will assist the County in the bid opening, bid review, contractor review and recommendations to the BOCC for the award of the bid. SEI will then assemble the contractor-presented documentation, perform the preconstruction meeting and set field construction control.

April 7, 2010
Mr. Bill Stevens
Page 2

Panacoochie Retreats


SEI will provide construction engineering inspection (CEI) for the duration of the project including county support on an as-needed basis, shop drawing review and approval, review and approval of contractor invoices, dispute resolution, change orders, plan revisions and final inspection and as-built plans. Also included in the CEI costs is the construction survey staking during the construction phase of the project.

I have attached a schedule indicating the start and end times for the project milestones along with the engineering services costs. The project start time is based on the assumption that the county will obtain approval on April 13, 2010. The dates may have to slide forward should approval not be attained in the assumed time frame.

We hope that this information meets your approval.

Springstead Engineering, Inc. appreciates the opportunity to submit this proposal and looks forward to working with you on this project. If you have any questions or require additional information at this time, please do not hesitate to contact us.

Sincerely yours,
Springstead Engineering, Inc.



David W. Springstead, P.E.
Vice President

Attachment

Anticipated Milestone Schedule and Cost for Panacoochie Retrests Drainage Improvements

19-Apr-10	15-May-10	Design Start; Obtain Survey Info and Data Collection; Basin Information from County GIS	\$13,300
18-May-10	15-Jun-10	60% Design - Public Works Review and Comment	\$11,400
18-Jun-10	30-Jun-10	ERP Preapplication Meeting with SWFWMD	\$2,500
1-Jul-10	31-Jul-10	80% Design; Public Works Review and Comment	\$11,900
1-Aug-10	15-Aug-10	ERP Application Submitted to SWFWMD	\$2,500
18-Sep-10	15-Oct-10	ERP RAI No. 1 Comments to SWFWMD	\$5,900
18-Nov-10	15-Dec-10	ERP RAI No. 2 Comments to SWFWMD	\$5,900
15-Jan-11	15-Feb-11	SWFWMD ERP Permit Issued	\$4,600
18-Feb-09	31-Mar-11	100% Design Complete; Bid Documents 100%	\$8,398
1-Apr-11	30-Apr-11	Prebid Meeting - Bid Document Support; RFI and Bid Addendums; Bid Opening	\$2,500
1-May-11	15-May-11	Bid Review; Recommendation to BOCC	\$1,500
16-May-11	31-May-11	Contractor Document Approval; Preconstruction Meeting; Begin Construction Staking	\$5,600
1-Jun-11	30-Jun-11	CEI; Construction Staking	\$4,600
1-Jul-11	31-Jul-11	CEI	\$3,000
1-Aug-11	31-Aug-11	CEI	\$3,000
1-Sep-11	30-Sep-11	CEI & Contract Closeout	\$3,600

TOTAL PROJECT COST \$89,898

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53728

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

Kimley-Horn and Associates, Inc.
P.O. Box 932520
Atlanta, Ga. 31193-2520

DATE 4/29/10

DEPT. Road and Bridge

BY *Wm J. [Signature]* BSA

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
163-844-541-8553		1	C-486 W from C-475 to US 301 (SR 35) Preliminary Development and Environment (PD&E) Study Work Order # 23 On 3/25/08 the BOCC approved and executed a Continuing Engineering Service Contract with Kimley-Horn and Associates, Inc.	\$199,000.00 120,000.00	\$199,000.00 120,000.00
TERMS:				TOTAL	\$199,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

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AUTHORIZED BY:

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**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: C-466W from C 475 to US 301 (SR 35) Preliminary Development and Environment (PD&E) Study Proposal from Kimley Horn and Associates, Incorporated (Staff recommends approval).

REQUESTED ACTION: Board Approval

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 4/27/2010
☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Kimley Horn and Associates, Inc.

Effective Date: 4/28/2010

Termination Date: 4/28/2011

Managing Division / Dept:

Public Works / Road and Bridge

BUDGET IMPACT: Not to exceed \$199,000.

☐ Annual
☐ Capital
☒ N/A

FUNDING SOURCE:

Impact Fees

EXPENDITURE ACCOUNT:

To Be Determined 153-344-541-6553

HISTORY/FACTS/ISSUES:

The Preliminary Development and Environment (PD&E) Study is an approved project in the 2011-2012 Capital Improvement Program utilizing gas tax revenue; this study is being accelerated utilizing impact fees as a funding source. Road and Bridge contacted Kimley Horn and Associates Incorporated (KHA) for a written proposal for the C-466W PD&E study based upon the attached scope of work. Attached for Board review, consideration, approval and execution are KHA's proposal, C-466W PD&E Scope of Work, and Continuing Engineering Contract Work Order #23.

APPROVED

April 27, 2010

CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Public Works Division

WORK ORDER #23

WORK ORDER DATE: 4/28/2010

**C-466W Project Development & Environment (PD&E) Study from C
475 to US 301 (SR 35)**

To: *Kimley-Horn and Associates, Inc.*
1321 SE 25th Loop
Suite 101
Ocala, FL 34471

Attn: Jonathan D. Thigpen, P.E.

FUNDING SOURCE: Impact Fees

EXPENDITURE
ACCOUNT: To Be Determined

You are hereby authorized to commence the following work outlined in the attached scope and proposal. Approved work order amount not to exceed \$199,000.

Requested By: 

Assistant Public Works Director for
Planning, Engineering and
Environmental Projects

Date: 4-20-10

Approved By: 

Director Sumter County Public
Works

Date: 4-27-10

Authorized By: 

County Administrator

Date: 4-27-10

Authorized By: 

BOCB Chairman

Date: APR 27 2010



**CONSULTING ENGINEERING AGREEMENT
INDIVIDUAL PROJECT ORDER NUMBER 23**

C-466W Project Development & Environment (PD&E) Study, From C-475 to US 301 (SR 35)

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "ENGINEER" or "CONSULTANT"), and the Board of County Commissioners of Sumter County, Florida (the "BOARD") in accordance with the terms of the Consulting Engineering Agreement dated March 25, 2008, which is incorporated herein by reference.

PROJECT UNDERSTANDING

See *Attachment A*.

SCOPE OF SERVICES

The ENGINEER will provide the Scope of Services detailed in *Attachment A*.

SCHEDULE

The ENGINEER will provide the services described the attached Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule. A project schedule will be developed and maintained throughout the project. Project completion is expected within 365 days.

FEE

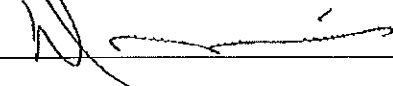
The ENGINEER will perform the services described in the Scope of Services for a lump sum fee of \$199,000.00. A budget by Task is provided below:

Task	Description	Budget
1.0	Public Involvement	\$49,000.00
2.0	Engineering Analysis and Reports	\$61,000.00
3.0	Environmental Analysis and Reports	\$80,000.00
4.0	Miscellaneous Services	\$9,000.00

All permitting, application, and similar project fees will be paid directly by the Board. Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed. If additional efforts become necessary during the performance of the assignment, the ENGINEER will immediately advise the BOARD of any budget revisions.

ACCEPTED:

BOARD OF COUNTY COMMISSIONERS
OF SUMTER COUNTY, FLORIDA

BY: 

CHAIRMAN

TITLE: _____

DATE: APR 27 2010

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

Jonathan D. Thigpen, PE

TITLE: Vice President

DATE: April 20, 2010

Attachment: Attachment "A" Scope of Services

SCOPE OF WORK SUMTER COUNTY - PROJECT DEVELOPMENT & ENVIRONMENT (PD&E) STUDIES

Project Data:

Sumter County Project Manager: William F. Stevens Jr., P.E.
Assistant Public Works Director for Planning, Engineering and
Environmental Projects
Sumter County Public Works Division
319 East Anderson Avenue
Bushnell, Florida 33513

Corridor to be studied:

Project Name: C-466W Project Development & Environment (PD&E) Study;
Project Limits: C-475 to US 301

Billing Index Code: To Be Determined

Federal and/or State Involvement: State funding eligibility desired.

C-466 West, from C-475 (future interchange with I-75) to US 301, is a 4.4-mile two-lane rural County collector road segment. The PD&E study shall document the need to four-lane this segment, and provide preliminary design development and environmental services required for a State Environmental Impact Report (SEIR), as detailed in FDOT's PD&E Manual.

To date a pre-PD&E has been undertaken for C-466A from US 301 east to CR 139. This study has been completed by Tindale-Oliver and Associates Inc. in conjunction with the Lake - Sumter Metropolitan Planning Organization (MPO). Also, the engineering firm of DRMP has been selected to perform a PD&E Study for C-470 from I-75 to the Lake County line. Available information from these studies will be made available.

A Preliminary Engineering Study of CR 462, from C-209 to C-466A is also expected to be performed concurrent with this project by the CONSULTANT.

The firm may contact the following individuals regarding the development(s) underway:

In Sumter County: Brad Cornelius, Planning Manager
Sumter County Planning & Development
910 N. Main Street, Suite 301
Bushnell, FL 33513
Ph: (352) 793-0270
Brad.Cornelius@sumtercountyfl.gov

City of Wildwood: Melanie Peavy, Development Services Coordinator
City of Wildwood
100 N. Main Street
Wildwood, Florida 34785
Ph: (352) 330-1330 Fax: (352) 330-1334
Melanie.Peavy@cityofwildwood.com

Regional: Pamela Richmond, AICP, MPO Project Manager
LAKE-SUMTER MPO
1616 South 14th Street
Leesburg, Florida 34748
Ph: (352) 315-0170 Fax: (352) 315-0993
PRichmond@LakeSumterMPO.com

TABLE OF CONTENTS

<i>PURPOSE</i>	1
<i>STUDY REQUIREMENTS AND PROVISIONS FOR WORK</i>	2
Governing Regulations	2
Other Governing Regulations	2
Liaison Office	2
Key Personnel	2
Meetings and Presentations	2
Quality Control	3
Correspondence	3
Submittals	3
Coordination with Other Consultants and Entities	4
Optional Services	4
<i>1.0 PUBLIC INVOLVEMENT</i>	5
1.1 Public Involvement Program	5
1.2 Public Involvement Data Collection	6
1.3 Notice of Intent – Not Applicable	6
1.4 Advance Notification	6
1.5 Scheduled Public Meetings	6
1.6 Unscheduled Public and Agency Meetings	7
1.7 Public Hearing	7
1.8 Location and Design Concept Acceptance	7
1.9 Special Public Involvement Requirements – Not Applicable	7
1.10 Quality Control	7
<i>2.0 ENGINEERING ANALYSIS AND REPORTS</i>	8
2.1 Data Collection	8
2.2 Field Review	8
2.3 Aerial Photography	8
2.4 Survey Coordination – Not Included	8
2.5 Existing Roadway Characteristics	8
2.6 Existing Structure Characteristics – Not Included	8
2.7 Traffic Data	8
2.8 Crash Data	9
2.9 Existing Signage Inventory	9
2.10 Utilities	9
2.11 Railroads	9
2.12 Transportation Plans	9
2.13 Soils	9
2.14 Base Map	9
2.15 Safety	10
2.16 Analysis of Existing Conditions	10
2.17 Development of Needs Statement	10
2.18 Design Analysis	10
2.19 Corridor Analysis – Not applicable	10
2.20 Traffic Analysis	10
2.21 Typical Section Analysis	10
2.22 Roadway Design Alternatives – Applicable to the final “approved” corridor.	10

Attachment A

2.23	Prepare Concept Plans Applicable to the final "approved" corridor.	10
2.24	Drainage Analysis	11
2.25	Structures – Not Applicable	11
2.26	Access Management	11
2.27	Multi-Modal Accommodations – Not Applicable	11
2.28	Maintenance of Traffic Analysis – Not Included	11
2.29	Geotechnical Coordination – Not Included	11
2.30	Intelligent Transportation Systems – Not Applicable	11
2.31	Comparative Analysis and Evaluation Matrix	11
2.32	Selection of Preferred Alternative(s)	11
2.33	Conceptual Design Plans (Preferred)	11
2.34	Identify Construction Segments	11
2.35	Value Engineering – Not Applicable	11
2.36	Construction Cost Estimates	11
2.37	Right Of Way Cost Estimates	11
2.38	Typical Section Package	11
2.39	Design Exceptions and Variances: - Not Applicable	11
2.40	Project Development Summary Report	11
2.41	Interchange Modification / Justification Report – Not Applicable	12
2.42	Quality Control – To be provided by the CONSULTANT	12
3.0	ENVIRONMENTAL ANALYSIS AND REPORTS	13
	Social and Cultural Impacts	13
3.1	Land Use Changes	13
3.2	Community Cohesion	13
3.3	Community Services	13
3.4	Social and Economic Impacts	13
3.5	Relocation Potential	13
3.6	Archaeological and Historical Sites	13
3.7	Section 4(F) – Not Applicable	13
3.8	Visual Impacts and Aesthetics	13
3.9	Utilities and Railroads	13
	Natural Impacts	13
3.10	Wetlands	13
3.11	Conceptual Mitigation Plans – Not Applicable	13
3.12	Water Quality	13
3.13	Outstanding Florida Waters, Wild and Scenic Rivers, and Aquatic Preserves	13
3.14	Floodplains	13
3.15	Coastal Barrier Resources	13
3.16	Wildlife and Habitat	14
3.17	Essential Fish Habitat – Not Applicable	14
3.18	Identify Permit Conditions	14
3.19	Farmlands	14
	Physical Impacts	14
3.20	Noise	14
3.21	Air Quality	14
3.22	Construction Impact Analysis	14
3.23	Contamination	14

Attachment A

Environmental Reports	14
3.24 Class of Action Determination (State Environmental Impact Report)	14
3.25 Environmental Assessment – Not Applicable	14
3.26 Finding of No Significant Impact – Not applicable	14
3.27 Draft Environmental Impact Statement–Not Applicable	14
3.28 Final Environmental Impact Statement – Not Applicable	14
3.29 Quality Control – To be provided by the CONSULTANT	14
4.0 MISCELLANEOUS SERVICES.....	15
4.1 Contract and Project Files	15
4.2 Project Management Meetings and Coordination	15
5.0 METHOD OF COMPENSATION.....	16
6.0 SERVICES TO BE PERFORMED BY THE DEPARTMENT – NOT APPLICABLE	16

SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES

PURPOSE

Convey the scope of work and the responsibilities of Kimley-Horn and Associates, Inc. ("the CONSULTANT") and Sumter County Board of County Commissioners ("the BOARD") in connection with the Preliminary Engineering (Conceptual Design), and environmental studies necessary to comply with established procedures and to determine what improvements are needed to this transportation facility to accommodate growth in Sumter County.

The PD&E study process shall follow, for guidance only, the applicable sections of the Florida Department of Transportation's (herein referred to as the DEPARTMENT) publication titled "Project Development and Environment Manual", published 07/01/88 and all subsequent revisions. Throughout this Scope of Services portion of this SCOPE OF WORK, the publication will be referred to as the "PD&E Manual". All tasks identified in this scope of work will be done with the guidance from the DEPARTMENT'S PD&E Manual, unless otherwise stated.

It is understood that C-466 is a locally funded project. The Preliminary Engineering Study will be used to obtain public approval, identify key environmental issues (if any) and develop preliminary right-of-way and roadway geometry. It is also understood that the study will not qualify or disqualify the project for State funding.

Sections 1 through 4 of the Scope of Services will establish which items of work described in the FDOT PD&E Manual are specifically included in this contract unless otherwise noted, and also which of the items of work will be the responsibility of the CONSULTANT.

STUDY OBJECTIVES:

The CONSULTANT is to study or develop the following:

- 1A: Develop alternative corridor alignments and typical sections that minimize impact to adjacent property, existing or proposed developments, wetlands, historical or archeological sites and protected wildlife. A minimum of one alignment(s) is to be developed, typical sections may be either urban or rural or a combination thereof. No typical section minimum is specified. However, the number of typical sections provided shall give the BOARD options that present a diverse spectrum of alternatives for consideration. Note: The Consultant shall closely coordinate this task with the Florida Department of Transportation regarding any impact the alignments may have to a State Road.
- 1B: Determine the number of lanes needed to accommodate future, design year 2035 traffic volumes at a Level of Service C as specified by the Sumter County Land Development code. For informational purposes only, the number of lanes needed to accommodate future Design Year 2050 traffic volumes at Level of Service D will be determined.
- 2: Obtain BOARD approval of an alignment and a typical section.
- 3: Provide to the BOARD engineering drawings that indicate the geometric horizontal alignment plan with right-of-way lines necessary to facilitate the alignment and typical section approved by the BOARD. This plan is to be codified and utilized to obtain right-of-way through the development process or through eminent domain.

STUDY REQUIREMENTS AND PROVISIONS FOR WORK:

Governing Regulations

The services performed by the CONSULTANT shall utilize applicable FDOT manuals and guidelines. The DEPARTMENT manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations. The current edition, including updates, of the following DEPARTMENT manuals and guidelines shall be used in the performance of this work. It is understood that AASHTO criteria shall apply as incipient policy.

- Florida Statutes
- Project Development and Environment Manual
- Roadway Traffic and Design Standards
- Highway Capacity Manual
- Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (Florida Greenbook)
- Florida Department of Transportation Plans Preparation Manual
- Bicycle Facilities Planning and Design Handbook
- Right-of-way Mapping Handbook
- Location Survey Manual
- Drainage Manual
- Outline Specifications - Aerial Surveys/Photogrammetry
- Soils and Foundations Manual
- Florida's Level of Service Standards and Guidelines Manual for Planning (No. 525-000-005)
- Equivalent Single Axle Load Guidelines (No. 525-030-121)
- Design Traffic Procedure (No. 525-030-120)
- K-Factor Estimation Process
- Project Traffic Forecasting Guidelines

Other Governing Regulations

- Sumter County Land Development Code
- Executed multi-party agreements with developers, FDOT, the City of Wildwood and Sumter County Board of County Commissioners.

Liaison Office

The Project Manager shall be the representative of the BOARD for the Project. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this Project remain with the BOARD Project Manager.

Key Personnel

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by BOARD.

Meetings and Presentations

The CONSULTANT shall attend a Notice to Proceed meeting with BOARD representative(s), where relevant project information will be provided by the BOARD, along with procedures for administering the

Attachment A

contract. The CONSULTANT and his staff shall also be available with no more than a five (5) workdays notice to attend meetings or make presentations at the request of the BOARD. Such meetings and presentations may be held at any hour between 8:00 A.M. and 12:00 midnight on any day of the week. The CONSULTANT may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar materials for such meetings.

Quality Control

The CONSULTANT shall be responsible for ensuring that all work products conform to applicable standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who are not directly responsible for performing the initial work.

Correspondence

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this study shall be provided to the BOARD, for their records, within one (1) week of the receipt of said correspondence.

Submittals

Upon completion, the CONSULTANT shall provide five (5) signed and sealed copies of the PD&E Study. The PD&E Study shall include (if applicable) the following reports:

<u>Engineering Items:</u>	<u>Copies:</u>
Design Traffic Technical Memorandum	5
Draft Project Development Summary Report (PDSR)	5
Final PDSR (Signed and Sealed)	5
Drainage/Pond Siting Report	5
Conceptual Design Roadway Plan	5
Typical Section Package	5
Geotechnical Summary (based on available data)	5
 <u>Environmental Items:</u>	 <u>Copies:</u>
EDTM programming screen data (electronic)	1
Public Involvement Plan	5
Draft State Environmental Impact Report	5
Final State Environmental Impact Report	5
Public Hearing Transcript	5
Wetland Evaluation Report	5
Cultural Resources Assessment Survey	5
Endangered Species Biological Assessment Report	5
Contamination Screening Evaluation Report	5
Noise Report	5
Air Quality Memorandum	5

Copies of all material presented to the Board during a workshop or regularly scheduled meeting shall be given to the Deputy Clerk at the time of the presentation.

Attachment A

Upon completion of the study, the CONSULTANT shall deliver to the BOARD, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

Coordination with Other Consultants and Entities

The CONSULTANT is to coordinate their work with any ongoing and/or planned projects that may affect this study.

The CONSULTANT is to coordinate with local governmental entities to ensure design and right of way requirements for the project are compatible with local public works improvements and right of way activities.

Optional Services

At the BOARD'S option, the CONSULTANT may be requested to provide final design and plan preparation services or expert witness services for right-of-way acquisition. The fee for these services shall be negotiated, method of compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s).

1.0 PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving information from all interested persons, groups, and government organizations regarding the development of the project. The CONSULTANT shall coordinate and perform the appropriate level of public involvement for this project.

The CONSULTANT shall provide to the BOARD, drafts of all public involvement collateral (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution.

1.1 Public Involvement Program

The primary public involvement activities will consist of a minimum of three public meetings which will be scheduled to occur in conjunction with the PD&E Study:

Public Meeting #1: The first public meeting will occur at the beginning of the PD&E Study. The purpose of this meeting is to inform the public of the Board approved PD&E Study and identify, from the public's perspective, any project issues. The CONSULTANT will prepare and disseminate an invitation to the public meeting by using the Sumter County Property Appraiser data to identify property owners and residents within 300 feet of the project corridor(s). The consultant will invite other stakeholders including representatives from Sumter County Government, the City of Wildwood, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO and any other stakeholders as directed by the BOARD. The consultant will prepare and submit a newspaper display legal advertisement in The Villages Daily Sun announcing the date, time, location, and purpose of the public meeting, and identify the location of the project. The consultant will prepare and present a power point presentation that introduces the project and explains the PD&E Study process. The CONSULTANT will participate in open dialogue with members of the public in attendance at the meeting. The CONSULTANT will prepare a summary of the public meeting and written responses to all written public inquiries.

Public Meeting #2: The second public meeting will occur when the PD&E Study alternatives have been developed. The purpose of this meeting is to inform the public of the Board approved PD&E Study alternatives. The CONSULTANT will prepare and disseminate an invitation to the public meeting by using the Sumter County Property Appraiser data collected from the PD&E Study to identify property owner's and residents within 300 feet of the project corridor. The CONSULTANT will invite other stakeholders including representatives from Sumter County Government, the City of Wildwood, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO and any stakeholders directed by the BOARD. The consultant will prepare and submit a newspaper display legal advertisement in The Villages Daily Sun announcing the date, time, location, and purpose of the public meeting, and identifying the location of the project. The CONSULTANT will prepare project alternative display boards for each identified alternative. The CONSULTANT will prepare and present a power point presentation that explains the project alternatives and project next steps. The consultant will participate in open dialogue with members of the public in attendance at the meeting. The CONSULTANT will prepare a summary of the public meeting, and will prepare written responses to all written public inquiries.

Public Meeting #3: The third public and final meeting will be in the form of a formal public hearing and occur when the PD&E Study final alternative has been developed. The purpose of this hearing is to inform the BOARD of the PD&E Study final recommended alternative and obtain the BOARD'S approval. This public hearing will be part of the BOARD'S regular agenda. The CONSULTANT will prepare and disseminate data collected from the PD&E Study to those in attendance and will also mail the same to all residents within 300 feet of the project (I'm not sure of exact language, but may want to say 300 ft from alignment, i.e. centerline of corridor.

Tpk does it from R/W, other FDOTs do it from CL) corridor a minimum of seven calendar days in advance of the scheduled Board of County Commissioners meeting at which the hearing will be held. The consultant will invite other stakeholders including representatives from the applicable Municipality, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO, and any other stakeholders as directed by the BOARD to provide comment regarding this study. The CONSULTANT will display the boards showing each project alternative considered. The consultant will prepare and present a power point presentation that explains the project final, recommended alternative considered respond to any concerns raised during this public hearing.

1.2 Public Involvement Data Collection

In addition to public involvement data collection, the CONSULTANT shall assist the BOARD in preparing responses to any public inquiries as a result of the public involvement process.

1.3 Notice of Intent – Not Applicable

1.4 Advance Notification

An advance notification and transmittal letter as per Part 1, Chapter 2 of the PD&E Manual will be prepared. The project will be entered into the Efficient Transportation Decision Making (ETDM) program screen in cooperation with the Lake Sumter MPO ETAT member. The ETDM screening will serve as agency notification of the project and the comments received from the screening will be addressed in the PDSR.

1.5 Scheduled Public Meetings

The CONSULTANT shall provide all support necessary for the BOARD to hold or participate in public meetings as outlined in Section 1.1:

For any of the above type meetings, the CONSULTANT shall prepare and/or provide:

- Scripts or agendas for presentation.
- Handouts
- Graphics for presentation.
- Meeting equipment set-up and tear-down.
- Legal and/or display advertisements. (The CONSULTANT will pay the cost of publishing.)
- Letters for notification of elected and appointed officials, property owners and other interested parties. (The CONSULTANT will pay the cost of first class postage.)
- News releases in BOARD format, for use no less than five days prior to meeting.
- Summary notes of meetings to be provided to the BOARD no later than 5 business days after the meeting.
- Briefing and debriefing of BOARD staff.

The CONSULTANT will investigate potential meeting sites to advise the BOARD on their suitability. The CONSULTANT will pay all costs for meeting site rents and insurance.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the BOARD Project Manager.

It is estimated, for this project, there will be two (2) public meetings and one (1) public hearing during the study. Additional meeting(s) may be requested by the BOARD.

1.6 Unscheduled Public and Agency Meetings

In addition to scheduled public meetings the CONSULTANT will prepare for and attend up to five (5) unscheduled meetings with the public, elected officials, or public agencies. The Consultant's participation will be limited to participation during the meeting, note taking, and summarizing the meeting in a memo to the file.

1.7 Public Hearing

The CONSULTANT shall provide all of the support services listed in Sections 1.2 and 1.5 above. In addition, the CONSULTANT shall prepare the following:

- Public Officials and Agency Letters. The CONSULTANT will prepare the letters, insert them in envelopes, and address the envelopes. The CONSULTANT will pay for first class postage.
- Property Owner Letters. The CONSULTANT will provide marked tax maps of the project alternatives and identify the names and addresses of the property owners from county tax rolls. The CONSULTANT will prepare the letters, insert them in envelopes, and address the envelopes. The CONSULTANT will pay for first class postage.
- All elements of the multi-media presentation.
- Graphics
- Displays of plans and report(s) for the public display.
- Brochures or handouts.
- Prepare public advertisements.
- Court Reporter
- Briefing and debriefing of Department staff.

The CONSULTANT will procure a verbatim transcript of the Public Hearing. The CONSULTANT will combine the transcript with any letters received by the BOARD as part of the public hearing record, and affidavits of the publication of legal ads. The CONSULTANT will also provide copies of the transcript for the BOARD'S use.

1.8 Location and Design Concept Acceptance

Meeting # 3, the public hearing, shall be at the BOARD'S regularly scheduled meeting at the time designated on the agenda or at a subsequent BOARD meeting in the event the CONSULTANT'S final recommendation is rejected.

1.9 Special Public Involvement Requirements – Not Applicable

1.10 Quality Control

The CONSULTANT shall be responsible for Quality Control.

2.0 ENGINEERING ANALYSIS AND REPORTS

When applicable, the CONSULTANT shall coordinate and perform the appropriate level of engineering analysis for this project as outlined in the PD&E Manual.

2.1 Data Collection

Immediately following the Notice to Proceed, the CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature. This activity consists of collecting various information and materials relative to the performance of engineering analysis within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

2.2 Field Review

The CONSULTANT shall conduct all anticipated field review trips needed to collect engineering data.

2.3 Aerial Photography

Aerial photography shall be used as a basis for plotting various data necessary for both engineering and environmental analysis, alternative corridor and design studies, and the development of the preliminary plans of conceptual design. Copies of aerial photography are the prime source of information used to convey project considerations to the public at public meetings.

The CONSULTANT will utilize aerial photography provided by the DEPARTMENT in the study. Aerial photography shall be illustrated at sufficient scales that will easily convey the intended information. The BOARD'S project manager shall have the final approval of all aerial photography. It is intended that aerial photography shall be utilized for the following:

- Overall Project Location Map
- Drainage Master Plan
- Corridor Location Maps
- Alternative Plans

2.4 Survey Coordination – Not Included

2.5 Existing Roadway Characteristics

The CONSULTANT shall obtain the existing roadway characteristics.

2.6 Existing Structure Characteristics – Not Included

2.7 Traffic Data

Sumter County's current and historic traffic data is readily available on the Public Works website. The link is as follows:

<http://sumtercountyfl.gov/pw/index.htm>

The CONSULTANT will undertake evening peak hour turning movement counts at up to three intersections. The CONSULTANT will also undertake one 48-hour machine count to verify existing traffic volumes.

The CONSULTANT may utilize the DEPARTMENTS traffic data whenever possible.

The CONSULTANT may utilize the Sumter Transportation Concurrency Management System for maximum service volumes, growth rates, and other pertinent traffic data.

The CONSULTANT may utilize traffic data that they consider pertinent to this PD&E Study.

The CONSULTANT shall take into consideration or recommend any future multi modal transportation and/or mass transit under consideration by the City of Wildwood, Sumter County Transit, MPO or other governmental entities that may impact this corridor.

2.8 Crash Data

The CONSULTANT shall obtain available data from the Sumter County Sheriff's Office, the DEPARTMENT, the Florida Highway Patrol, FDOT Crash System, and any local sources for various highway segments required. The CONSULTANT shall obtain data for the previous five years. The data collected shall include the number and type of accidents, accident locations, number of fatalities and injuries, and estimates of property damage and economic loss.

2.9 Existing Signage Inventory

The CONSULTANT will be responsible for inventorying the existing signage along the project corridors.

2.10 Utilities

Since the BOARD does not have a Utility Engineer the CONSULTANT shall be responsible for identifying all utilities within the corridor. The BOARD shall provide the existing right-of-way widths. Part 2, Chapter 10 of the PD&E Manual is not applicable.

2.11 Railroads

Since the BOARD does not have a Railroad Coordinator, the CONSULTANT shall be responsible for identifying any railroads that may be a stakeholder. Part 2, Chapter 10 of the PD&E Manual is not applicable.

2.12 Transportation Plans

The CONSULTANT shall obtain plans for all modes of transportation including surface, transit and non-motorized. The following plans or studies should be obtained:

- Urban Area Transportation Study. If applicable, County Cost Feasible and Needs Plans.
- MPO's Cost Feasible and Needs Plans
- DEPARTMENT (FDOT) Work Program
- MPO's, Lake County and Sumter County Transportation Improvement Program (TIP) or Capital Improvement Plan (CIP)
- Local Comprehensive Plans; city and county.
- Transit; rail, bus, other.
- Non-motorized modes, including bikeways and pedestrian walkways.

2.13 Soils

The CONSULTANT shall review the United States Department of Agriculture, Geological Survey, and Soil Conservation Service Maps to summarize the findings.

2.14 Base Map

The CONSULTANT shall develop a CADD database that includes existing characteristics. CADD database information shall be compatible for use on aerial photography that will be used for public hearing presentations, corridor maps, and alternative plans.

2.15 Safety

Based on the information obtained from the crash data the CONSULTANT shall identify project needs associated with the safety of the existing facility.

2.16 Analysis of Existing Conditions

The CONSULTANT shall analyze the existing conditions in order to identify any deficiencies that are to be identified in the Needs section.

2.17 Development of Needs Statement

The CONSULTANT shall establish and/or verify the purpose and need for the project as outlined in Part 2, Chapter 5 of the PD&E Manual.

2.18 Design Analysis

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the project development process. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impact analysis.

After selection of viable corridor(s), the CONSULTANT shall develop and analyze alternate conceptual design alternatives. The development of the design alternatives shall consider the desires of the community with respect to landscaping, aesthetics, or other special features in order to satisfy the requirements of the DEPARTMENT'S policy on Transportation Design for Livable Communities. Viable alternatives shall be developed in each corridor.

The CONSULTANT shall develop and evaluate all viable alternatives in order to address the project needs.

2.19 Corridor Analysis – Not applicable

2.20 Traffic Analysis

The CONSULTANT is responsible for developing the traffic projections to be used to establish the basic design requirements for roadway typical sections, intersection, and interchange design. The CONSULTANT will develop Average Daily Traffic (ADT) and Design Hour Volume (DHV) for the present year, opening year, and 2035. The CONSULTANT shall develop and analyze the traffic data for each viable corridor and design alternative as appropriate. For informational purposes only, the number of lanes needed to accommodate future Design Year 2050 traffic volumes at Level of Service D will be determined.

2.21 Typical Section Analysis

The CONSULTANT shall evaluate the build alternative for the four-laning of CR 466 in addition to the No Build alternative. This work will be performed as described in Part 1, Chapter 9 of the PD&E Manual. Data gathered during project development will be utilized in the development of the alternative. The CONSULTANT will document design criteria to be used for developing conceptual plans. The Design Standards will be identified in accordance with current FDOT design procedures, policies and standards. The COUNTY will approve the design criteria and typical sections prior to developing a cost estimate for alternative alignments.

2.22 Roadway Design Alternatives – Applicable to the final “approved” corridor.

The CONSULTANT will evaluate options to widen (left, right, or center), and evaluate typical section options.

2.23 Prepare Concept Plans Applicable to the final “approved” corridor.

The CONSULTANT will overlay Concept Plans on the base maps.

2.24 Drainage Analysis

The CONSULTANT shall perform preliminary drainage design in order to determine potential outfall locations and preliminary sizes (volume and area) of required detention and/or retention facilities for stormwater treatment or attenuation.

2.25 Structures -- Not Applicable

2.26 Access Management

Median openings will be selected based on a review of adjacent properties and access management standards.

2.27 Multi-Modal Accommodations -- Not Applicable

2.28 Maintenance of Traffic Analysis -- Not Included

2.29 Geotechnical Coordination -- Not Included

2.30 Intelligent Transportation Systems -- Not Applicable

2.31 Comparative Analysis and Evaluation Matrix

After developing viable alternatives and costs, the CONSULTANT will prepare a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s). The CONSULTANT shall present their recommendations to the BOARD for consideration.

2.32 Selection of Preferred Alternative(s)

The CONSULTANT shall recommend to the BOARD a preferred alternative(s) based on a review and analysis of all engineering, environmental, and public involvement issues related to the project.

2.33 Conceptual Design Plans (Preferred)

The CONSULTANT will finalize concept plans for the approved, preferred alternative that include refinements from the public hearing.

2.34 Identify Construction Segments

If the CONSULTANT deems it necessary, the construction may be divided into two or more phases.

2.35 Value Engineering -- Not Applicable

2.36 Construction Cost Estimates

The CONSULTANT shall develop construction cost estimates for each design alternative.

2.37 Right Of Way Cost Estimates

The CONSULTANT shall prepare estimates for the cost of right-of-way acquisition.

2.38 Typical Section Package

The CONSULTANT will prepare the Typical Sections for the BOARD'S consideration.

2.39 Design Exceptions and Variances: - Not Applicable

2.40 Project Development Summary Report

The CONSULTANT shall develop a Project Development Summary Report using Part I, Chapter 4 of the PD&E manual as a guide.

Attachment A

- 2.41 Interchange Modification / Justification Report – Not Applicable**
- 2.42 Quality Control -- To be provided by the CONSULTANT**

3.0 ENVIRONMENTAL ANALYSIS AND REPORTS

The CONSULTANT shall coordinate and perform the appropriate level of environmental analysis for this project using the PD&E Manual and the following sections as a guide.

The CONSULTANT shall utilize the Florida Geographic Data Library (FGDL), or other appropriate databases that includes all existing features. This database information shall be compatible for use on base maps used for public hearing presentations, corridor maps, and alternative plans.

Social and Cultural Impacts

In accordance with Part 2, Chapter 9 of the PD&E Manual, unless otherwise noted.

3.1 Land Use Changes

3.2 Community Cohesion

3.3 Community Services

3.4 Social and Economic Impacts

3.5 Relocation Potential

3.6 Archaeological and Historical Sites

The CONSULTANT shall collect data necessary to completely analyze the impacts to all cultural and historic resources by all proposed alternatives and prepare a Cultural Resource Assessment Request Package as described in Part 2, Chapter 12, of the PD&E Manual.

3.7 Section 4(F) -- Not Applicable

3.8 Visual Impacts and Aesthetics

In accordance with applicable sections of Part 2, Chapter 15 of the PD&E Manual.

3.9 Utilities and Railroads

Based on the coordination with the utility companies, the CONSULTANT shall identify utilities within the project corridor. The CONSULTANT will also address any impacts to existing and proposed railroads.

Natural Impacts

3.10 Wetlands

In accordance with applicable sections of Part 2, Chapter 18 of the PD&E Manual.

3.11 Conceptual Mitigation Plans -- Not Applicable

3.12 Water Quality

In accordance with Part 2, Chapter 20 of the PD&E Manual.

3.13 Outstanding Florida Waters, Wild and Scenic Rivers, and Aquatic Preserves

In accordance with Part 2, Chapters 19, 21, and 23, of the PD&E Manual, respectively.

3.14 Floodplains

In accordance with Part 2, Chapter 24 of the PD&E Manual.

3.15 Coastal Barrier Resources

In accordance with Part 2, Chapter 26 of the PD&E Manual.

3.16 Wildlife and Habitat

In accordance with Part 2, Chapter 27 of the PD&E Manual.

3.17 Essential Fish Habitat – Not Applicable

3.18 Identify Permit Conditions

The CONSULTANT shall identify permit conditions and type of permits required. This task includes the review of maps and data in order to determine permit related information for the project.

3.19 Farmlands

In accordance with Part 2, Chapter 28 of the PD&E Manual.

Physical Impacts

3.20 Noise

In accordance with Part 2, Chapter 17 of the PD&E Manual.

3.21 Air Quality

In accordance with Part 2, Chapter 16 of the PD&E Manual.

3.22 Construction Impact Analysis

In accordance with Part 2, Chapter 30 of the PD&E Manual.

3.23 Contamination

The CONSULTANT shall perform the necessary analysis to complete the Contamination Screening Evaluation for all proposed alternatives, and complete the Contamination Screening Evaluation Report as described in Part 2, Chapter 22, of the PD&E Manual.

Environmental Reports

The environmental documents prepared by the CONSULTANT will be guided by the procedures listed in the PD&E Manual. The task of documentation includes the preparation of draft and interim reports prepared by the CONSULTANT for review and comment by the BOARD prior to producing final reports and documents.

3.24 Class of Action Determination (State Environmental Impact Report)

The Class of Action for this PD&E study will be modeled after standard department requirements and commensurate with that defined as a State Environmental Impact Report as described in Part 1, Chapter 13 of the PD&E manual. The Environmental Impact Report prepared for this Sumter County project will utilize the procedures for a SEIR class of action as a guideline in developing this report. The PD&E manual procedure may be modified as necessary and approved by the BOARD'S Project Manager to meet the needs of the study purpose.

3.25 Environmental Assessment – Not Applicable

3.26 Finding of No Significant Impact – Not applicable

3.27 Draft Environmental Impact Statement–Not Applicable

3.28 Final Environmental Impact Statement – Not Applicable

3.29 Quality Control – To be provided by the CONSULTANT

4.0 MISCELLANEOUS SERVICES

4.1 Contract and Project Files

Progress reports shall be delivered to the BOARD in a format as described by the BOARD no less than 10 days prior to submission of the corresponding invoice. Judgment on whether work of sufficient quality and quantity has been accomplished will be determined by the Project Manager. The Project Manager will compare the reported percent complete against actual work accomplished.

Within ten (10) days after the Notice to Proceed, the CONSULTANT shall provide a schedule of calendar deadlines accompanied by anticipated payouts.

4.2 Project Management Meetings and Coordination

The CONSULTANT shall meet with the BOARD as needed throughout the life of the project. It is anticipated that no more than six (6) meetings will be needed.

5.0 METHOD OF COMPENSATION

Payment for the work completed shall require the approval of the BOARD'S Project Manager. Invoices per work order shall be submitted by mail or electronically to the Project Manager for review and approval. The Project Manager shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the BOARD.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided in accordance with Section 4.1.

Coordination with Other Projects

The CONSULTANT's Fee Estimate was prepared with the understanding that the C-462 Preliminary Engineering Study is being performed concurrently with this study, thereby creating cost savings to the BOARD. In the event that the C-462 study is cancelled, or postponed, the CONSULTANT's fee may be renegotiated.

6.0 SERVICES TO BE PERFORMED BY THE DEPARTMENT - NOT APPLICABLE

The DEPARTMENT will provide those services and materials as set forth below:

- Project data currently on file.
- All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction.
- All future information that is in possession or may come to the DEPARTMENT pertaining to subdivision plans, so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right-of-way.
- Process Advance Notification and all environmental and engineering documents including Permit Coordination Package.
- Coordinate with the State Historic Preservation Officer.
- Existing FDOT right-of-way maps.
- The DEPARTMENT will permit the CONSULTANT to utilize the DEPARTMENT'S computer facilities upon proper authorization as described in the DEPARTMENT Procedure No. 2610009. The models anticipated for use in this project are CAL3QHC2, COSCREEN98, MOBILE 5a, FSFAC05, FSFAC08, TEXIN, and STAMINA 2.1.

7.0 CRASH DATA

- The CONSULTANT will be responsible to obtain available accident "crash" data from the applicable law enforcement agencies.
 1. Florida Highway Patrol.
 2. Sumter County Sheriff's Office.
 3. City of Wildwood Police Department.
 4. FDOT Crash System.

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

Kimley-Horn and Associates, Inc.
P.O. Box 932520
Atlanta, Ga. 31193-2520

DATE 4/29/10

DEPT. Road and Bridge

BY Wm. J. [Signature]

53729

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103-340-541-8526		1	C-462 from CR 209 to C-466A Preliminary Development and Environment (PD&E) Study Work Order # 22 On 3/25/08 the BOCC approved and executed a Continuing Engineering Service Contract with Kimley-Horn and Associates, Inc.	\$195,000.00 150,000.00	\$195,000.00 150,000.00
TERMS:				TOTAL	\$195,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: C-462 from CR 209 to C-466A Preliminary Development and Environment (PD&E) Study Proposal from Kimley Horn and Associates, Incorporated (Staff recommends approval).

REQUESTED ACTION: Board Approval

☐ Work Session (Report Only)

DATE OF MEETING: 4/27/2010

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Kimley Horn and Associates, Inc.

Effective Date: 4/28/2010

Termination Date: 4/28/2011

Managing Division / Dept:

Public Works / Road and Bridge

BUDGET IMPACT: Not to exceed \$195,000.

☐ Annual

FUNDING SOURCE:

County Transportation Trust

☐ Capital

EXPENDITURE ACCOUNT:

103-340-541-6525

☒ N/A

HISTORY/FACTS/ISSUES:

The Preliminary Development and Environment (PD&E) Study is an approved project in the 2009-2010 Capital Improvement Program. Road and Bridge contacted Kimley Horn and Associates Incorporated (KHA) for a written proposal for the C-462 PD&E study based upon the attached scope of work. Attached for Board review, consideration, approval and execution are KHA's proposal, C-462 PD&E Scope of Work, and Continuing Engineering Contract Work Order #22.

APPROVED

April 27, 2010

CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Public Works Division

WORK ORDER #22

WORK ORDER DATE: 4/28/2010

**C-462 Project Development & Environment (PD&E) Study from CR
209 to C-466A**

To: *Kimley-Horn and Associates, Inc.*

1321 SE 25th Loop

Suite 101

Ocala, FL 34471


Attn: Jonathan D. Thigpen, P.E.

FUNDING SOURCE: County Transportation Trust

EXPENDITURE
ACCOUNT: 103-340-541-6525

You are hereby authorized to commence the following work outlined in the attached scope and proposal. Approved work order amount not to exceed \$195,000.

Requested By:


Assistant Public Works Director for
Planning, Engineering and
Environmental Projects

Date:

4-20-10

Approved By:


Director, Sumter County Public
Works

Date:

4-27-10

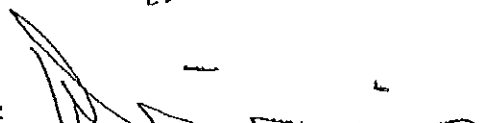
Authorized By:


County Administrator

Date:

4-27-10

Authorized By:


BOCC Chairman

Date:

APR 27 2010



**CONSULTING ENGINEERING AGREEMENT
INDIVIDUAL PROJECT ORDER NUMBER 22**

C-462 Preliminary Engineering Study, From C 209 to C-466A

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "ENGINEER" or "CONSULTANT"), and the Board of County Commissioners of Sumter County, Florida (the "BOARD") in accordance with the terms of the Consulting Engineering Agreement dated March 25, 2008, which is incorporated herein by reference.

PROJECT UNDERSTANDING

See *Attachment A*.

SCOPE OF SERVICES

The ENGINEER will provide the Scope of Services detailed in *Attachment A*.

SCHEDULE

The ENGINEER will provide the services described the attached Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule. A project schedule will be developed and maintained throughout the project. Project completion is expected within 365 days.

FEE

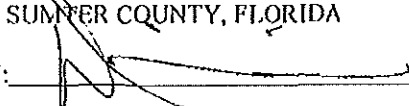
The ENGINEER will perform the services described in the Scope of Services for a lump sum fee of \$195,000.00. A budget by Task is provided below:

Task	Description	Budget
1.0	Public Involvement	\$45,000.00
2.0	Engineering Analysis and Reports	\$116,000.00
3.0	Environmental Analysis and Reports	\$25,000.00
4.0	Miscellaneous Services	\$9,000.00

All permitting, application, and similar project fees will be paid directly by the Board. Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed. If additional efforts become necessary during the performance of the assignment, the ENGINEER will immediately advise the BOARD of any budget revisions.

ACCEPTED:

BOARD OF COUNTY COMMISSIONERS
OF SUMTER COUNTY, FLORIDA

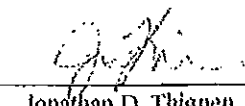
BY: 

CHAIRMAN

TITLE: _____

DATE: 1 APR 27 2010

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

Jonathan D. Thigpen, PE

TITLE: Vice President

DATE: April 20, 2010

Attachment: Attachment "A" Scope of Services

C-462 Preliminary Engineering Study

Project Data:

Sumter County Project Manager: William F. Stevens Jr., P.E.
 Assistant Public Works Director for Planning, Engineering and
 Environmental Projects
 Sumter County Public Works Division
 319 East Anderson Avenue
 Bushnell, Florida 33513

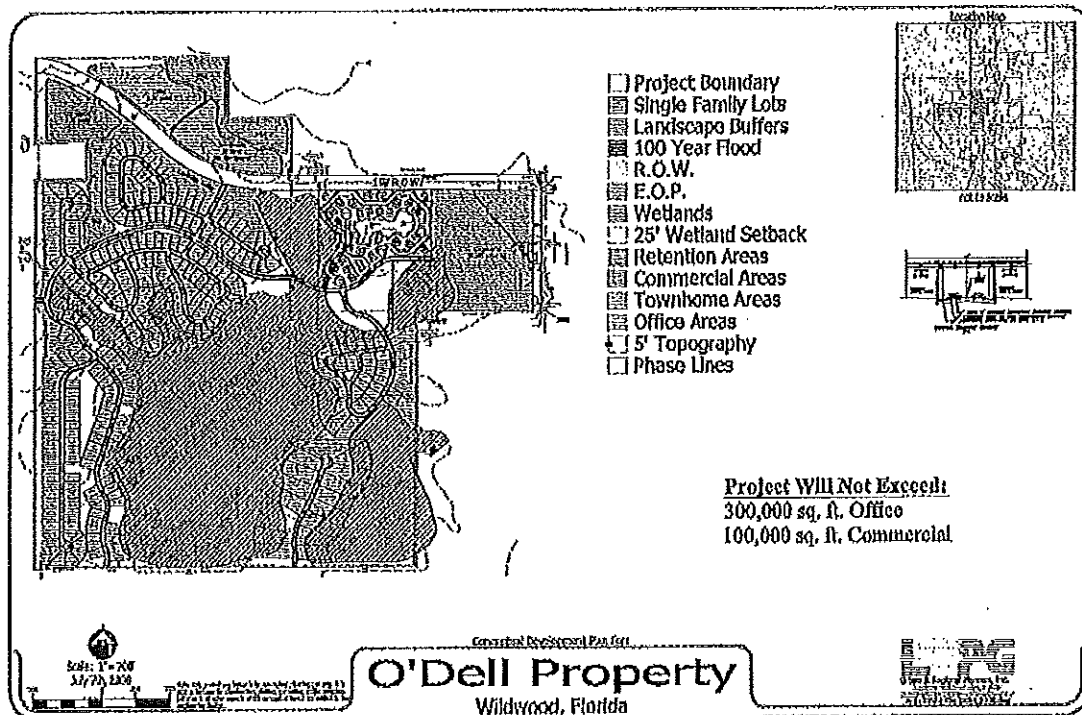
Corridor to be studied:

Project Name: C-462 Preliminary Engineering Study
 Project Limits: CR 209 to C-466A

Billing Index Code: 103-340-541-6525

Federal and/or State Involvement: None

Proposed realignment information: It is anticipated that the existing misalignment will be eliminated as a part of the O'Dell Property development. Below is a conceptual plan that was provided to Sumter County by the City of Wildwood.



To date a pre-PD&E has been undertaken for C-466A from US 301 east to CR 139. This study has been completed by Tindale-Oliver and Associates Inc. in conjunction with the Lake – Sumter Metropolitan Planning Organization (MPO). Also, the engineering firm of DRMP has been selected to perform a PD&E Study for C-470 from I-75 to the Lake County line. Available information from these studies will be made available.

The firm may contact the following individuals regarding the development(s) underway:

In Sumter County:	Brad Cornelius, Planning Manager Sumter County Planning & Development 910 N. Main Street, Suite 301 Bushnell, FL 33513 Ph: (352) 793-0270 Brad.Cornelius@sumtercountyfl.gov
City of Wildwood:	Melanie Peavy, Development Services Coordinator City of Wildwood 100 N. Main Street Wildwood, Florida 34785 Ph: (352) 330-1330 Fax: (352) 330-1334 Melanie Peavy (mpeavy-wildwood@cfl.fl.com)
Regional:	Pamela Richmond, AICP, MPO Project Manager LAKE-SUMTER MPO 1616 South 14 th Street Leesburg, Florida 34748 Ph: (352) 315-0170 Fax: (352) 315-0993 PRichmond@LakeSumterMPO.com

TABLE OF CONTENTS

STUDY REQUIREMENTS AND PROVISIONS FOR WORK:	1
Governing Regulations	1
Other Governing Regulations	2
Liaison Office	2
Key Personnel	2
Meetings and Presentations	2
Quality Control	3
Correspondence	3
Submittals	3
Coordination with Other Consultants and Entities	3
Optional Services	4
1.0 PUBLIC INVOLVEMENT.....	5
1.1 Public Involvement Program	5
1.2 Public Involvement Data Collection	5
1.3 Notice of Intent – Not Applicable	5
1.4 Advance Notification	5
1.5 Scheduled Public Meetings	6
1.6 Unscheduled Public and Agency Meetings	6
1.7 Location and Design Concept Acceptance	6
1.8 Special Public Involvement Requirements – Not Applicable	6
1.9 Quality Control	6
2.0 ENGINEERING ANALYSIS AND REPORTS.....	7
2.1 Data Collection	7
2.2 Field Review	7
2.3 Aerial Photography	7
2.4 Survey Coordination	7
2.5 Existing Roadway Characteristics	7
2.6 Existing Structure Characteristics	7
2.7 Traffic Data	7
2.8 Crash Data	8
2.9 Existing Signage Inventory	8
2.10 Utilities	8
2.11 Railroads	8
2.12 Transportation Plans	8
2.13 Soils	8
2.14 Base Map	8
2.15 Safety	8
2.16 Analysis of Existing Conditions	9
2.17 Development of Needs Statement	9
2.18 Design Analysis	9
2.19 Corridor Analysis	9
2.20 Traffic Analysis	9
2.21 Typical Section Analysis	10
2.22 Roadway Design Alternatives – Applicable to the final “approved” corridor.	10
2.23 Prepare Concept Plans Applicable to the final “approved” corridor.	10
2.24 Drainage Analysis	10
2.25 Structures – Not Applicable	10

Attachment A

2.26	Access Management	10
2.27	Multi-Modal Accommodations – Not Applicable	10
2.28	Maintenance of Traffic Analysis – Not Included	10
2.29	Geotechnical Coordination – Not Included	10
2.30	Intelligent Transportation Systems -- Not Applicable	10
2.31	Comparative Analysis and Evaluation Matrix	10
2.32	Selection of Preferred Alternative(s)	10
2.33	Conceptual Design Plans (Preferred)	10
2.34	Identify Construction Segments	10
2.35	Value Engineering – Not Applicable	11
2.36	Construction Cost Estimates	11
2.37	Right Of Way Cost Estimates	11
2.38	Typical Section Package	11
2.39	Design Exceptions and Variances – Not Applicable	11
2.40	Project Summary Report	11
2.41	Interchange Modification/Justification Report -- Not Applicable	11
2.42	Quality Control -- To be provided by the CONSULTANT	11
3.0	ENVIRONMENTAL RESOURCES ASSESSMENT.....	12
3.1	Vegetation/Land Use Analysis	12
3.2	Archaeological/Historical Site Identification	12
3.3	Wetland and Surface Water Identification	12
3.4	Listed Species Evaluation	12
3.5	Alternatives Assessment	12
3.6	Efficient Transportation Decision Making (ETDM) Assistance	12
3.7	Environmental Resource Assessment - Technical Memorandum	13
4.0	MISCELLANEOUS SERVICES.....	14
4.1	Contract and Project Files	14
4.2	Project Management Meetings and Coordination	14
5.0	METHOD OF COMPENSATION.....	15
6.0	SERVICES TO BE PERFORMED BY THE DEPARTMENT – NOT APPLICABLE	15
7.0	CRASH DATA.....	15

SCOPE OF SERVICES

PURPOSE

Convey the scope of work and the responsibilities of Kimley-Horn and Associates, Inc. ("the CONSULTANT") and Sumter County Board of County Commissioners ("the BOARD") in connection with the Preliminary Engineering (Conceptual Design), and environmental studies necessary to comply with established procedures and to determine what improvements are needed to this transportation facility to accommodate growth in Sumter County.

The study process shall follow, for guidance only, the applicable sections of the Florida Department of Transportation's (herein referred to as the DEPARTMENT) publication titled "Project Development and Environment Manual", published 07/01/88 and all subsequent revisions. Throughout this Scope of Services portion of this SCOPE OF WORK, the publication will be referred to as the "PD&E Manual". All tasks identified in this scope of work will be done with the guidance from the DEPARTMENT'S PD&E Manual, unless otherwise stated.

It is understood that C-462 is a locally funded project. The Preliminary Engineering Study will be used to obtain public approval, identify key environmental issues (if any) and develop preliminary right-of-way and roadway geometry. It is also understood that the study will not qualify or disqualify the project for State or Federal funding.

Sections 1 through 4 of the Scope of Services will establish which items of work described in the FDOT PD&E Manual are specifically included in this contract unless otherwise noted, and also which of the items of work will be the responsibility of the CONSULTANT.

STUDY OBJECTIVES:

The CONSULTANT is to study or develop the following:

- 1A: Develop alternative corridor alignments and typical sections that minimize impact to adjacent property, existing or proposed developments, wetlands, historical or archeological sites and protected wildlife. A minimum of one alignment(s) is to be developed, typical sections may be either urban or rural or a combination thereof. No typical section minimum is specified. However, the number of typical sections provided shall give the BOARD options that present a diverse spectrum of alternatives for consideration. Note: The CONSULTANT shall closely coordinate this task with the Florida Department of Transportation regarding any impact the alignments may have to a State Road.
- 1B: Determine the number of lanes needed to accommodate future, design year 2035 traffic volumes at a Level of Service C as specified by the Sumter County Land Development code. For informational purposes only the number of lanes needed to accommodate future Design Year 2050 traffic volumes at Level of Service D will be determined.
- 2: Obtain BOARD approval of an alignment and a typical section.
- 3: Provide to the BOARD engineering drawings that indicate the geometric horizontal alignment plan with right-of-way lines necessary to facilitate the alignment and typical section approved by the BOARD. This plan is to be codified and utilized to obtain right-of-way through the development process or through eminent domain.

STUDY REQUIREMENTS AND PROVISIONS FOR WORK:

Governing Regulations

The services performed by the CONSULTANT shall utilize applicable FDOT manuals and guidelines. The DEPARTMENT manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations. The current edition, including updates, of the following DEPARTMENT manuals and guidelines shall be used in the performance of this work. It is understood that AASHTO criteria shall apply as incipient policy.

- Florida Statutes
- Project Development and Environment Manual
- Roadway Traffic and Design Standards
- Highway Capacity Manual
- Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (Florida Greenbook)
- Florida Department of Transportation Plans Preparation Manual
- Bicycle Facilities Planning and Design Handbook
- Right-of-way Mapping Handbook
- Location Survey Manual
- Drainage Manual
- Outline Specifications - Aerial Surveys/Photogrammetry
- Soils and Foundations Manual
- Florida's Level of Service Standards and Guidelines Manual for Planning (No. 525-000-005)
- Equivalent Single Axle Load Guidelines (No. 525-030-121)
- Design Traffic Procedure (No. 525-030-120)
- K-Factor Estimation Process
- Project Traffic Forecasting Guidelines

Other Governing Regulations

- Sumter County Land Development Code
- Executed multi-party agreements with developers, FDOT, the City of Wildwood and Sumter County Board of County Commissioners.

Liaison Office

The Project Manager shall be the representative of the BOARD for the Project. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this Project remain with the BOARD Project Manager.

Key Personnel

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by BOARD.

Meetings and Presentations

The CONSULTANT shall attend a Notice to Proceed meeting with BOARD representative(s), where relevant project information will be provided by the BOARD, along with procedures for administering the contract. The CONSULTANT and his staff shall also be available with no more than a five (5) workdays notice to attend meetings or make presentations at the request of the BOARD. Such meetings and presentations may be held at any hour between 8:00 A.M. and 12:00 midnight on any day of the week. The CONSULTANT may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar materials for such meetings.

Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to applicable standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who are not directly responsible for performing the initial work.

Correspondence

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this study shall be provided to the BOARD, for their records, within one (1) week of the receipt of said correspondence.

Submittals

Upon completion, the CONSULTANT shall provide five (5) signed and sealed copies of the Preliminary Engineering Study. The study shall include (if applicable) the following sections:

<u>Engineering Items:</u>	<u>Copies:</u>
Design Traffic Technical Memorandum	5
Draft Project Summary Report	5
Final Project Summary Report (Signed and Sealed)	5
Drainage/Pond Siting Report	5
Conceptual Design Roadway Plan	5
Typical Section Package	5
Geotechnical Summary (based on available data)	5

<u>Environmental Items:</u>	<u>Copies:</u>
EDTM programming screen data (electronic)	1
Public Involvement Plan	5
Cultural Resources Assessment Request Package	5
Environmental Resources Technical Memorandum	5
Public Meeting Minutes	5

Copies of all material presented to the Board during a workshop or regularly scheduled meeting shall be given to the Deputy Clerk at the time of the presentation.

Upon completion of the study, the CONSULTANT shall deliver to the BOARD, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

Coordination with Other Consultants and Entities

The CONSULTANT is to coordinate their work with any ongoing and/or planned projects that may affect this study.

The CONSULTANT is to coordinate with local governmental entities to ensure design and right-of-way requirements for the project are compatible with local public works improvements and right-of-way activities.

Optional Services

At the BOARD'S option, the CONSULTANT may be requested to provide final design and plan preparation services or expert witness services for right-of-way acquisition. The fee for these services shall be negotiated, method of compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s).

1.0 PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving information from all interested persons, groups, and government organizations regarding the development of the project. The CONSULTANT shall coordinate and perform the appropriate level of public involvement for this project.

The CONSULTANT shall provide to the BOARD, drafts of all public involvement collateral (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution.

1.1 Public Involvement Program

The primary public involvement activities will consist of a minimum of two (2) public meetings which will be scheduled to occur in conjunction with the study:

Public Meeting #1: The first public meeting will occur when the Study alternatives have been developed. The purpose of this meeting is to inform the public of the Board approved Study alternatives. The CONSULTANT will prepare and disseminate an invitation to the public meeting by using the Sumter County Property Appraiser data to identify property owners and residents within 300 feet of the project corridor. The CONSULTANT will invite other stakeholders including representatives from Sumter County Government, the City of Wildwood, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO and any stakeholders directed by the BOARD. The CONSULTANT will prepare and submit a newspaper display legal advertisement in The Villages Daily Sun announcing the date, time, location, and purpose of the public meeting, and identifying the location of the project. The CONSULTANT will prepare project alternative display boards for each identified alternative. The CONSULTANT will prepare and present a power point presentation that explains the project alternatives and project next steps. The CONSULTANT will participate in open dialogue with members of the public in attendance at the meeting. The CONSULTANT will prepare a summary of the public meeting, and will prepare written responses to all written public inquiries.

Public Meeting #2: The second public and final meeting will occur when the Study final alternative has been developed. The purpose of this hearing is to inform the BOARD of the Study final recommended alternative and obtain the BOARD'S approval. This public hearing will be part of the BOARD'S regular agenda. The CONSULTANT will prepare and disseminate data collected from the Study to those in attendance and will also mail the same to all residents within 300 feet of the project corridor a minimum of seven calendar days in advance of the scheduled Board of County Commissioners meeting at which the hearing will be held. The CONSULTANT will invite other stakeholders including representatives from the applicable Municipality, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO, and any other stakeholders as directed by the BOARD to provide comment regarding this study. The CONSULTANT will display each project alternative considered. The CONSULTANT will prepare and present a power point presentation that explains the project final recommended alternative and respond to any concerns raised during this public hearing.

1.2 Public Involvement Data Collection

In addition to public involvement data collection, the CONSULTANT shall assist the BOARD in preparing responses to any public inquiries as a result of the public involvement process.

1.3 Notice of Intent -- Not Applicable

1.4 Advance Notification

An advance notification and transmittal letter as per Part 1, Chapter 2 of the PD&E Manual will not be prepared. The project will be entered into the Efficient Transportation Decision Making

(ETDM) program screen in cooperation with the Lake Sumter MPO ETAT member. The ETDM screening will serve as agency notification of the project.

1.5 Scheduled Public Meetings

The CONSULTANT shall provide all support necessary for the BOARD to hold or participate in the two public meetings outlined in Section 1.1.

For these meetings, the CONSULTANT shall prepare and/or provide:

- Scripts or agendas for presentation.
- Handouts
- Graphics for presentation.
- Meeting equipment set-up and tear-down.
- Legal and/or display advertisements. (The CONSULTANT will pay the cost of publishing.)
- Letters for notification of elected and appointed officials, property owners and other interested parties. (The CONSULTANT will pay the cost of first class postage.)
- News releases in BOARD format, for use no less than five days prior to meeting.
- Summary notes of meetings to be provided to the BOARD no later than 5 business days after the meeting.
- Briefing and debriefing of BOARD staff.

The CONSULTANT will investigate potential meeting sites to advise the BOARD on their suitability. The CONSULTANT will pay all costs for meeting site rents and insurance.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the BOARD Project Manager.

It is estimated, for this project, there will be two (2) public meetings during the study. Additional meeting(s) may be requested by the BOARD as an additional service.

1.6 Unscheduled Public and Agency Meetings

In addition to the scheduled meetings described in Tasks 1.1-1.5 above, the CONSULTANT will participate in up to five (5) unscheduled meetings with property owners, public citizens, elected officials, or public agencies. The CONSULTANT'S participation will be limited to participation during the meeting, note taking, and summarizing the meeting in a memo to the file.

1.7 Location and Design Concept Acceptance

Meeting #2, the public hearing, shall be at the BOARD'S regularly scheduled meeting at the time designated on the agenda or at a subsequent BOARD meeting in the event the CONSULTANT'S final recommendation is rejected.

1.8 Special Public Involvement Requirements – Not Applicable

1.9 Quality Control

The CONSULTANT shall be responsible for Quality Control.

2.0 ENGINEERING ANALYSIS AND REPORTS

2.1 Data Collection

Immediately following the Notice to Proceed, the CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature. This activity consists of collecting various information and materials relative to the performance of engineering analysis within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

2.2 Field Review

The CONSULTANT shall conduct all anticipated field review trips needed to collect engineering data.

2.3 Aerial Photography

Aerial photography shall be used as a basis for plotting various data necessary for both engineering and environmental analysis, alternative corridor and design studies, and the development of the preliminary plans of conceptual design. Copies of aerial photography are the prime source of information used to convey project considerations to the public at public meetings.

The CONSULTANT will utilize aerial photography provided by the DEPARTMENT in the study. Aerial photography shall be illustrated at sufficient scales that will easily convey the intended information. The BOARD'S project manager shall have the final approval of all aerial photography. It is intended that aerial photography shall be utilized for the following:

- Overall Project Location Map
- Drainage Master Plan
- Corridor Location Maps
- Alternative Plans

2.4 Survey Coordination

NOT INCLUDED.

2.5 Existing Roadway Characteristics

The CONSULTANT shall obtain the existing roadway characteristics.

2.6 Existing Structure Characteristics

NOT INCLUDED.

2.7 Traffic Data

Sumter County's current and historic traffic data is readily available on the Public Works website. The link is as follows:

<http://sumtercountyfl.gov/pw/index.htm>

The CONSULTANT will undertake evening peak hour turning movement counts at up to three (3) intersections. The CONSULTANT will also undertake one 48-hour machine count to verify existing traffic volumes.

The CONSULTANT may utilize the DEPARTMENT'S traffic data whenever possible.

The CONSULTANT may utilize the Sumter Transportation Concurrency Management System for maximum service volumes, growth rates, and other pertinent traffic data.

The CONSULTANT may utilize traffic data that they consider pertinent to this study.

The CONSULTANT shall take into consideration or recommend any future multi-modal transportation and/or mass transit under consideration by the City of Wildwood, Sumter County Transit, MPO or other governmental entities that may impact this corridor.

2.8 Crash Data

The CONSULTANT shall obtain available data from the Sumter County Sheriff's Office, the Florida Highway Patrol, FDOT crash system, and any local sources for various highway segments required. The CONSULTANT shall obtain data for the previous five years. The data collected shall include the number and type of accidents, accident locations, number of fatalities and injuries, and estimates of property damage and economic loss.

2.9 Existing Signage Inventory

The CONSULTANT will be responsible for inventorying the existing signage along the project corridors.

2.10 Utilities

Since the BOARD does not have a Utility Engineer the CONSULTANT shall be responsible for identifying all utilities within the corridor.

2.11 Railroads

Since the BOARD does not have a Railroad Coordinator, the CONSULTANT shall be responsible for identifying any railroads that may be a stakeholder.

2.12 Transportation Plans

The CONSULTANT shall obtain plans for all modes of transportation including surface, transit and non-motorized. The following plans or studies should be obtained:

- Urban Area Transportation Study. If applicable, County Cost Feasible and Needs Plans.
- MPO's Cost Feasible and Needs Plans
- DEPARTMENT (FDOT) Work Program
- MPO's, Lake County and Sumter County Transportation Improvement Program (TIP) or Capital Improvement Plan (CIP)
- Local Comprehensive Plans; city and county.
- Transit; rail, bus, other.
- Non-motorized modes, including bikeways and pedestrian walkways.

2.13 Soils

The CONSULTANT shall review the United States Department of Agriculture, Geological Survey, and Soil Conservation Service Maps to summarize the findings.

2.14 Base Map

The CONSULTANT shall develop a CADD database that includes existing characteristics. CADD database information shall be compatible for use on aerial photography that will be used for public hearing presentations, corridor maps, and alternative plans.

2.15 Safety

Based on the information obtained from the crash data the CONSULTANT shall identify project needs associated with the safety of the existing facility.

2.16 Analysis of Existing Conditions

The CONSULTANT shall analyze the existing conditions in order to identify any deficiencies that are to be identified in the Needs section.

2.17 Development of Needs Statement

The CONSULTANT shall establish and/or verify the purpose and need for the project and create a Project Needs Statement.

2.18 Design Analysis

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the project development process. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impact analysis.

After selection of viable corridor(s), the CONSULTANT shall develop and analyze alternate conceptual design alternatives. The development of the design alternatives shall consider the desires of the community with respect to landscaping, aesthetics, or other special features in order to satisfy the requirements of the DEPARTMENT'S policy on Transportation Design for Livable Communities. Viable alternatives shall be developed in each corridor.

The CONSULTANT shall develop and evaluate all viable alternatives in order to address the project needs.

2.19 Corridor Analysis

The CONSULTANT shall document that the existing corridor is the only feasible corridor for the project, and that other corridors were not considered, except for that portion in the vicinity of US 301. In that portion of the project, the CONSULTANT shall investigate the area surrounding the existing facility to determine reasonable corridor alternative considerations to align the eastern and western segments at a common intersection with US 301. No more than three alternative corridors will be investigated and developed.

The CONSULTANT shall use aerial photography to identify possible corridor locations while giving consideration to the following alignment controls which may influence corridor location:

- Available right-of-way through which an improvement providing acceptable service could be routed.
- Cultural features including public and private development.
- Natural features which could be impacted by the project.
- Logical termini giving consideration to directness, length, and service.

The CONSULTANT shall analyze and evaluate each corridor alternate to a point of rejection or selection as a viable corridor. The impacts for each alternate shall be identified and expressed in a form suitable for comparison to other corridor alternates. It will be necessary to analyze in sufficient detail and identify enough differences to select the most viable corridor(s) that would be in the best overall public interest.

2.20 Traffic Analysis

Design Traffic

The CONSULTANT is responsible for developing the traffic projections to be used to establish the basic design requirements for roadway typical sections, intersection, and interchange design. The CONSULTANT will develop Average Daily Traffic (ADT) and Design Hour Volume (DHV) for the present year, opening year, and 2035. For informational purposes only the number of lanes needed to accommodate future Design Year 2050 traffic volumes at Level of Service D

will be determined. The CONSULTANT shall develop and analyze the traffic data for each viable corridor and design alternative as appropriate.

2.21 Typical Section Analysis

The CONSULTANT shall develop all appropriate typical section alternatives for the project. No minimum is specified but the number of typical section provided shall provide the BOARD sufficient options to consider.

2.22 Roadway Design Alternatives – Applicable to the final “approved” corridor:

The CONSULTANT may need to undertake further work as needed to define right of way required (i.e.: horizontal and vertical geometry, any additional information).

2.23 Prepare Concept Plans Applicable to the final “approved” corridor:

The CONSULTANT will overlay Concept Plans on the base maps.

2.24 Drainage Analysis

The CONSULTANT shall perform preliminary drainage design in order to determine potential outfall locations and preliminary sizes (volume and area) of required detention and/or retention facilities for stormwater treatment or attenuation. The location and size of potential detention/retention areas will be determined for all viable alternate alignments.

2.25 Structures – Not Applicable

2.26 Access Management

Median openings will be selected based on a review of adjacent properties and access management standards.

2.27 Multi-Modal Accommodations – Not Applicable

2.28 Maintenance of Traffic Analysis – Not Included

2.29 Geotechnical Coordination – Not Included

2.30 Intelligent Transportation Systems – Not Applicable

2.31 Comparative Analysis and Evaluation Matrix

After developing viable alternatives and costs, the CONSULTANT will prepare a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s). The CONSULTANT shall present their recommendations to the BOARD for consideration.

2.32 Selection of Preferred Alternative(s)

The CONSULTANT shall recommend to the BOARD a preferred alternative(s) based on a review and analysis of all engineering, environmental, and public involvement issues related to the project.

2.33 Conceptual Design Plans (Preferred)

The CONSULTANT will finalize concept plans for the approved, preferred alternative that include refinements from the public hearing.

2.34 Identify Construction Segments

If the CONSULTANT deems it necessary, the construction may be divided into two or more phases.

- 2.35 Value Engineering – Not Applicable
- 2.36 Construction Cost Estimates
The CONSULTANT shall develop construction cost estimates for each design alternative.
- 2.37 Right Of Way Cost Estimates
The CONSULTANT shall prepare estimates for the cost of right-of-way acquisition.
- 2.38 Typical Section Package
The CONSULTANT will prepare the Typical Sections for the BOARD'S consideration.
- 2.39 Design Exceptions and Variances – Not Applicable
- 2.40 Project Summary Report
The CONSULTANT shall prepare a Project Summary Report. The Report will be revised one (1) time to incorporate review comments.
- 2.41 Interchange Modification/Justification Report – Not Applicable
- 2.42 Quality Control – To be provided by the CONSULTANT

3.0 ENVIRONMENTAL RESOURCES ASSESSMENT

The CONSULTANT will conduct an Environmental Resources Assessment to identify wetlands and surface waters and upland habitats (including potential sensitive habitats); evaluate the potential for usage by listed species; and evaluate the potential contamination sources along the corridor and within potential pond sites. In preparing this assessment, the CONSULTANT will conduct the following tasks:

3.1 Vegetation/Land Use Analysis

The CONSULTANT will utilize aerial photo-interpretation and ground-truthing to determine the existing land use and vegetation within the study area in accordance with the 1999 Department of Transportation's Florida Land Use Cover and Forms Classification System (FLUCFCS). A reproducible aerial photo exhibit will be prepared with FLUCFCS codes delineated and digitized.

3.2 Archaeological/Historical Site Identification

The CONSULTANT will prepare and submit a request to the Florida Division of Historical Resources for an opinion regarding the likely presence of archaeological or historical sites within the study area. If archaeological or historical sites are identified and additional surveys are required, these additional surveys will be conducted as an additional service.

3.3 Wetland and Surface Water Identification

The CONSULTANT will review readily available natural resource documentation including but not limited to National Wetland Inventory Maps, County maps, and soil surveys to determine if potential wetlands or other surface waters exist with the project study area. During the field reconnaissance conducted in Task 6.1, the study area will be reviewed to identify wetland jurisdictional areas utilizing the methodologies described in 62-340 FAC and the U.S. Army Corps of Engineers 1987 Wetland Delineation Manual. Wetland and surface water locations will be mapped on an aerial in the field and included on the FLUCFCS map. The CONSULTANT will also review the FEMA Flood Insurance Rate Maps to determine if floodplains occur along the corridor.

Note: Field flagging of wetlands is not included in this scope of services, but can be provided as an additional service.

3.4 Listed Species Evaluation

The CONSULTANT will request data from the Florida Natural Areas Inventory and Florida Fish and Wildlife Conservation Commission, and review the US Fish and Wildlife Service's lists for Sumter County regarding potential and reported federally and state-listed species occurrences in the study area and surrounding areas.

Following the above research, the CONSULTANT will conduct a preliminary field reconnaissance to evaluate the study and to determine if federal and state-listed species potentially occur. Random pedestrian transects in suitable habitat will be conducted and listed species observed or inferred will be documented on aerials.

3.5 Alternatives Assessment

The CONSULTANT will assist in the alternatives development to identify ways to avoid and minimize environmental impacts.

3.6 Efficient Transportation Decision Making (ETDM) Assistance

The CONSULTANT will assist the County in preparing the purpose and need, project description and Geographic Information System (GIS) files for uploading in the Environmental Screening Tool of ETDM.

3.7 Environmental Resource Assessment - Technical Memorandum

An Environmental Resource Assessment Technical Memorandum will be prepared summarizing the results of the assessment. Recommendations for further study and permits required will be provided.

4.0 MISCELLANEOUS SERVICES

4.1 Contract and Project Files

Progress reports shall be delivered to the BOARD in a format as described by the BOARD no less than 10 days prior to submission of the corresponding invoice. Judgment on whether work of sufficient quality and quantity has been accomplished will be determined by the Project Manager. The Project Manager will compare the reported percent complete against actual work accomplished.

Within ten (10) days after the Notice to Proceed, the CONSULTANT shall provide a schedule of calendar deadlines accompanied by anticipated payouts.

4.2 Project Management Meetings and Coordination

The CONSULTANT shall meet with the BOARD as needed throughout the life of the project. It is anticipated that no more than six (6) meetings will be needed.

5.0 METHOD OF COMPENSATION

Payment for the work completed shall require the approval of the BOARD'S Project Manager. Invoices per work order shall be submitted by mail or electronically to the Project Manager for review and approval. The Project Manager shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the BOARD.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided in accordance with Section 4.1.

6.0 SERVICES TO BE PERFORMED BY THE DEPARTMENT – NOT APPLICABLE

7.0 CRASH DATA

- The CONSULTANT will be responsible to obtain available accident "crash" data from the applicable law enforcement agencies.

1. Florida Highway Patrol
2. Sumter County Sheriff's Office.
3. City of Wildwood Police Department.
4. FDOT Crash System.

CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Public Works Division

WORK ORDER #22

WORK ORDER DATE: 4/28/2010

**C-462 Project Development & Environment (PD&E) Study from CR
209 to C-466A**

To: *Kimley-Horn and Associates, Inc.*

1321 SE 25th Loop

Suite 101

Ocala, FL 34471


Attn: Jonathan D. Thlgpen, P.E.

FUNDING SOURCE: County Transportation Trust

EXPENDITURE
ACCOUNT: 103-340-541-6525

You are hereby authorized to commence the following work outlined in the attached scope and proposal. Approved work order amount not to exceed \$195,000.

Requested By:


Assistant Public Works Director for
Planning, Engineering and
Environmental Projects

Date:

4-20-10

Approved By:

Director Sumter County Public
Works

Date:

Authorized By:

County Administrator

Date:

Authorized By:

BOCC Chairman

Date:

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53788

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

┌

Bushnell Dixie Youth Baseball League
PO Box 1299
Bushnell, FL 33513

└

DATE May 20, 2010
DEPT. Tourist Development Fund
BY *[Signature]*

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
11	121-579-4800	1	Bushnell Dixie Youth Baseball League, Inc. - T-Ball Reg. Tournament T-Ball tournament held in Bushnell from June 19, 2010 thru 26-Jun-10 See TDC minutes, application, and ES attached	19,000.00	19,000.00
TERMS:				TOTAL	19,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____
OFFICER OR DEPT. HEAD
1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Bushnell Dixie Youth Baseball League, Inc. Tourist Development Tax Grant Request
REQUESTED ACTION: Approve the Grant

☐ Work Session (Report Only) **DATE OF MEETING:** 5/25/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: \$19,000.00
☐ Annual **FUNDING SOURCE:** Tourist Development Tax Fund
☒ Capital **EXPENDITURE ACCOUNT:** _____
☐ N/A

HISTORY/FACTS/ISSUES:

The Bushnell Dixie Youth have been successful in attracting a Regional T-Ball Tournament to Lake Panasoffkee. The tournament will be one of the first that the state has held on a regional level. The tournament will be comprised of 9 teams, two of which will be home teams. The remaining seven teams are likely to need a place to spend the night in the area with an estimated total impact of 164 room nights needed daily. It is estimated that attendees will dine in Sumter County restaurants and will purchase approximately 800 meals locally. Rain Days may extend the tournament beyond the anticipated 5- day period. The tournament will take place in Lake Panasoffkee, which has existing T-Ball fields (Bushnell does not) and the improvements made to the park, using TDC funding, will be permanent and can be used to attract additional tournaments and activities to the field.

Chamber Review Committee ranks this event as a "3" – a tourism event of Average Impact and recommends funding of \$15,030.21 with the stipulation that the Bushnell Dixie Youth check on the cost of installation of items since this cost is not included in their estimates and can be cost prohibitive.

Additional information- The Bushnell Dixie Youth received a grant of \$ 8503.05 during 2009. They used the money conservatively and returned 1002.91 to the fund for use by other organizations. They also submitted an impact statement showing that their earlier event generated approximately 300 total overnight stays in Sumter County. According to Bushnell Public Works, the local restaurants had more refuse during the week of the tournament which seems to indicate that they had more business.

A motion was made to fund the event at \$19,000.00 to assist in covering the cost of installation for the items requested.

Motion: Dan McCormic
Approved: Unanimously

Second: Warren Maddox

Sumter County Tourist Tax Development Council Minutes
April 22, 2010
4:00 PM
Sumter County Administration Building
Room 142
910 N. Main Street, Bushnell, FL 33585

The meeting of the Tourist Development Council of Sumter County, Florida was called to order by TDC Chairman and Sumter County Chamber of Commerce Commissioner Doug Gilpin at 4:00 PM on April 22nd in Room 910 of the Sumter County Administration Building

A roll call vote was taken with the following TDC members present:

Present:

Mr. Douglas Gilpin	Sumter County Board of County Commissioners
Mr. Bob Hunt	Wildwood Country Resort
Mr. Dan McCormic	Sumter Shopping Center
Mr. Warren Maddox	City of Bushnell
Mr. Douglas Tharp	The Villages
Ms. Robbie Kellum	Wynnhaven

Absent:

Ms. Erin Munz	Sumter County Fair Board
Mr. Robby Strickland	City of Wildwood
Steve Lind	Tracey's Point

Chamber of Commerce Representatives

Ms. Lee Ann Carr	Sumter County Chamber of Commerce
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Proper legal notice has been given and is attached to April Agenda. A quorum was declared.

Mr. Tharp led the flag salute

New Business

Commissioner Gilpin welcomed attendees and Tourist Development Council Members to the meeting.

The January 28th minutes were approved unanimously and without correction

Motion: Doug Tharp

Second: Warren Maddox

.

Financial Review: The financial review was given by Lee Ann Carr. The financial review format has changed in order to provide the TDC with more information related to the grants including the amount of outstanding funds. We will continue to work with this format in order to provide better reporting.

Unfinished Business:

Jean McNary presented a summary report for Dade Battlefield. The Dade Reenactment held outstanding attendance despite record-breaking cold weather. Remarks included Dade Battlefields intentions to expand the WWII Day Reenactment. Other remarks included placement in the Florida Event Planner and loss of an advertising sponsor.

Review of Grant submitted by Bushnell Dixie Youth. Narrative reviewed.
The Bushnell Dixie Youth have been successful in attracting a Regional T-Ball Tournament to Lake Panasoffkee. The tournament will be one of the first that the state has held on a regional level. The tournament will be comprised of 9 teams, two of which will be home teams. The remaining seven teams are likely to need a place to spend the night in the area with an estimated total impact of 164 room nights needed daily. It is estimated that attendees will dine in Sumter County restaurants and will purchase approximately 800 meals locally. Rain Days may extend the tournament beyond the anticipated 5- day period. The tournament will take place in Lake

Panasoffkee, which has existing T-Ball fields (Bushnell does not) and the improvements made to the park, using TDC funding, will be permanent and can be used to attract additional tournaments and activities to the field.

Chamber Review Committee ranks this event as a "3" -- a tourism event of Average Impact and recommends funding of \$15,030.21 with the stipulation that the Bushnell Dixie Youth check on the cost of installation of items since this cost is not included in their estimates and can be cost prohibitive.

Additional information- The Bushnell Dixie Youth received a grant of \$ 8503.05 during 2009. They used the money conservatively and returned 1002.91 to the fund for use by other organizations. They also submitted an impact statement showing that their earlier event generated approximately 300 total overnight stays in Sumter County. According to Bushnell Public Works, the local restaurants had more refuse during the week of the tournament which seems to indicate that they had more business.

A motion was made to fund the event at \$19,000.00 to assist in covering the cost of installation for the items requested.

Motion: Dan McCormic

Second: Warren Maddox

Approved: Unanimously

Tourism Planning Contract Review: Discussion related to contract negotiations with Rick Dodge/E5 Solutions. The Chamber reports an outline of items to be included in the tourism plan with a cost increase from the proposed \$19,000.00 to \$28,000.00 for increased deliverables.

Increased deliverables to include:

- Focus Groups which will increase awareness of tourism efforts including engagement of Sumter County Stakeholders (restaurants, attractions and accommodations)
- Inclusion of a Marketing Strategy which will include a profile of the Sumter County Visitor including demographics
- A written survey instrument
- Identification of a minimum of three outreach projects that can be used with a good chance of success.

The Chamber requests that the following items be included:

- E5 Solutions is responsible for the performance of the contract
- E5 Solutions is responsible for the creation and design of at least one signature event for the County as a part of the planning process.

This information was returned to the TDC due to significant cost increase associated with deliverables prior to forwarding to the BOCC.

Rick Dodge, Executive Director of E5 Solutions and Bradley Arnold, Sumter County Administration attended this TDC meeting in order to provide a detailed explanation of the costs associated with increased contract and to answer questions. Lee Ann Carr stressed the importance of moving forward with Tourism Planning in order to develop a plan that would position Sumter County to use their tourism dollar more effectively.

Motion to approve a negotiated contract, not to exceed \$28,000.00

Motion: Warren Maddox

Second: Bob Hunt

Approved: 5:1 with Commissioner Gilpin dissenting

Grant Submission Policies discussed and the following Policies approved by the TDC

Grant Submission Policies

- TDC Meeting Dates Scheduled for 2011-
- Additional dates may be scheduled, based upon committee designation

- All Grants requests must be submitted six weeks prior to the meeting date in order to allow for the grant review process. Grants not submitted within this timeframe will not be accepted. TDC Meeting dates will be published a year in advance.
- Submission of late supporting documentation will not be accepted under any circumstances since this information supplied in this manner invalidates the review process.

Meeting Adjourned at 6:00 PM

Submitted by:
Lee Ann Carr
Sumter County Chamber of Commerce
May 20, 2010

naming the additional insured's must be on file at the Sumter County Chamber of Commerce office prior to the advertising, capital improvement or event.

GRANT APPLICATION

Applicants will need to submit an original and fifteen (15) copies of this completed grant application, as well as all supporting documentation, for consideration by the Sumter County Tourist Development Council. Please make sure your application is signed and attach the following information, if applicable:

- Charter, Articles of Incorporation, By-laws;
- Minutes of meeting or resolution authorizing officers to apply for grant funds
- IRS determination letter of non-profit status
- List of current officers and board members indicating terms and salaries
- Organizational chart
- Copy of financial statement or 990 from the most recent fiscal year

Organization name: Bushnell Dixie Youth Baseball League, Inc

Address: P.O. Box 1299 Bushnell, FL 33513

Contact person: Shannon Woodard / Carrie Tadlock

Title: treasurer / Board member

Telephone: 193-6518 Fax: same

Event/Project Name: Florida Dixie Youth South Tball Reg. tournament

Event date: Begin June 19, 2010 End June 26, 2010

Category
(check one)

- ☐ Sponsorship
☒ Special Events
☐ Events
☐ Advertising/Promotion

Amount Requested \$ 15,030.21

Intended Use Assistance to host the 2010 South Tball Reg. Turn
Of Funds: and to purchase items that will allow us to
host different levels of tournaments each year.

Ratified by Sumter County TDC on 07-17-08

(4,364.32) \$10,665.89
yes! Eliminate refrigerator and freezer.

If the entire request cannot be funded, can the project be restructured for less funding?
If so, please indicate minimum amount necessary. If not, please explain.

We have a home size refrigerator and a small chest freezer.

BACKGROUND INFORMATION

In the space below, please describe your organization in the following areas:

- Your organization's goals and objectives
- Your target audiences
- Services your organization provides
- Community need for the services your organization provides
- How Sumter county residents and visitors will benefit from your project and how you will evaluate your effectiveness
- Other sources of funding that your organization can provide to match the funds requested from the Tourist Development Council
- How you will monitor expenditures of grant funds

PROJECT/EVENT DETAILS

In the space below, please give details on your project or event so the Tourist Development Council can evaluate the economic impact on the county. Include in your narrative projects on numbers of attendees, hotel rooms needed, restaurant meals to be consumed and your publicity and advertising plans.

PROJECT BUDGET RECAP

INCOME

Tourist Development Fund Request

\$ 15,030.21

Total Request \$ 15,030.21

Matching fund sources

	\$	
	\$	
Bushnell Dixie Youth	\$	12,000.00
General fund	\$	
	\$	

Total matching funds

\$ 12,000.00

Other income sources

Gate donations	\$	4,000.00
Sponsor ads	\$	3,000.00
	\$	

\$ _____
Total matching funds

\$19,000.00

TOTAL INCOME \$ 34,030.21

EXPENSES

Please indicate which items will utilize TDC funds

☒ Commercial refrigerator \$ 1528.96
☒ " " freezer \$ 2835.20
☒ Restaurant exhaust hood \$ 1219.05
☒ Fire Supp. for hood \$ 1770.74
☒ Gas Charbroiler w/extra \$ 1235.99
☒ Ice maker 285lb cap \$ 5100.11
☒ Portable score board \$ 2340.00 (2)?
☒ tent/table/chairs \$ 6,000.00
☒ opening night cookout \$ 1000.00
rooms for officials 6200.00
trophies 500.00
umpires 1020.00
programs 3000.00

TOTAL EXPENSES \$ 21,756.21

24,090.21

CERTIFICATIONS
3000.00

I have reviewed this GRANT APPLICATION from the Sumter County Tourist Development Council. I am in full agreement with the information contained herein. To the best of my knowledge, the information contained in this Application and its attachments is accurate and complete.

BY: Sharon Woodard (SEAL)
Organization Leader

ATTEST: _____
Secretary

Considered this _____ day of _____, 200__, at a duly called meeting of the Sumter County Tourist Development council. By motion duly recorded, this funding request is hereby:

_____ Approved in the amount of \$ _____

_____ Denied

SUMTER COUNTY
TOURIST DEVELOPMENT COUNCIL

BY: _____

BACKGROUND INFORMATION:

The league's goals and objectives have always been to make our league available to all children ages 4- 12 years old.

We try to target ages 5-12, their families, citizens and volunteers to enjoy the sport of baseball.

Our organization tried to provide recreation needs and structure to young individuals.

Because we are a rural county and many families fall within the low income bracket our league is able to have all children participate regardless of means.

With the high cost for families to travel for recreation this provides means for them to plan trips to the park for games and tournaments at minimal cost.

This project will host 7 travel teams, their coaches, families, state and national officers for up to 8 days.

We will evaluate the event through gate sales, and the state and national officers will submit an evaluation of all areas of the tournament.

Bushnell Dixie Youth Baseball League: Contributions from the general account. Sponsors: ads for programs and donations.

We will have a special account that will be used for all deposits and expenditures. These items will be audited by the league treasurer, executive board and an Audit committee.

PROJECT/ EVENT DETAILS:

The Florida Dixie Youth South Regional Tball Tournament will be host to 9 teams with 2 teams not traveling.

7 teams @ 13 players = 91

7 teams @ 4 coaches = 28

7 teams @ 6 parents = 42

3 officials @ 3 = 3

Total housing per day = 164

Rain days would extend the tournament

Approximate 164 accommodations needed daily

Approximate 800 meals (dinners)

PUBLICITY/ ADVERTISING PLAN:

Packets will be sent to all districts in the southern portions of the state. They will include: Information about hotels, RV parks, Bed and breakfast and activities within Sumter County. We will also include items from the Chamber of Commerce (maps and etc.) Programs will be available to those attending and will promote our sponsors and businesses within the county.

The tournament will also be advertised on the Leagues web-site as well as the State and National Web-site.

**Bushnell Dixie Youth Baseball League
Standard Operating Procedure (SOP)
ADOPTED ON Tuesday, February 2, 2010**

SECTION 1. COACHES SELECTION PROCESS

A) A Head Coach with a child returning to a Division has first choice to a team in that division.

1. A Head Coach returning to a division has second choice to a team in that division.

B) If there is no Head Coach with a child or returning head coach in a Division to fill a Head Coach's slot, then a Head Coach moving from another Division with a child in the Division he is seeking to move to will have first choice.

C) If there is no Head Coach with a child moving from another division as set forth in section 1.B) herein, then an Assistant Coach with a child from that Division with the most consecutive years as a Coach will have first choice.

D) If there is no Assistant Coach with a child from that Division to fill a Head Coach's slot, then an Assistant Coach from another Division with a child in the Division he is seeking to coach in will have first choice.

E) In the event that none of the above criteria are met, then a new Head Coach may be designated.

F) In the case of a tie in a Division, seniority will prevail.

G) All Head Coaches must have a home phone or a cell phone.

H) If a Head Coach cannot fulfill his or her obligations for any reason, the Head Coach for that team will be determined by the Coaches Committee.

BDYBL Standard Operation Procedures

I) The Coaches Committee with approval of the Executive Board may use any written complaint or any other factor deemed necessary in the selection or removal of any Coach.

J) All complaints will be investigated by the Coaches Committee upon notification to the Executive Board, with said complaint being forwarded to the coach in question. Once the said complaint has been reviewed it will be brought to the board for review.

K) If a Coach has been removed from a Coaches position by the Coaches Committee then that Coach will lose all seniority concerning coaching eligibility. The Coaches Committee has the authority to recommend to the League that a removed Coach be disqualified from any future involvement with the Bushnell Dixie Youth Baseball League should the circumstance's warrant such action.

SECTION 2. GAME TIME LIMITS

A) The time limit for T-Ball will be 1 hour long, Mini-Minors and Minors in the Bushnell Dixie Youth Baseball League shall be 1 ½ hours long. Majors will be 1 ½ hours long with the tie-breaker rule imposed should there be just cause. The only exception to these time limits will be at the start of our inter-league tournament which will be played according to Official Dixie Youth Baseball tournament rules.

SECTION 3. SPECIAL DIVISION RULES FOR BDYBL

MINI-MINORS

In the Mini-Minor Division, Bushnell Dixie Youth Baseball League has in place ten batters or three out rule whichever comes first, for the first half of the season. At the half way point in the season, we will go back to playing the regular baseball three (3) out rule. This rule will only apply to games played on the Bushnell or Lake Panasoffkee fields. The half way point will be indicated on your game schedule. THIS IS NOT A TEAM OPTION.

BDYBL Standard Operation Procedures

There will be no special division rules for any other divisions within BDYBL. All teams shall play by game rules as designated by the Dixie Youth League or BDYBL SOP's.

SECTION 4. TIE BREAKER

In the event of a tie, you will need to play the time limit for the division plus 1 inning. Should there be no score then it would be treated as a tied game.

SECTION 5. MAKE UP GAMES

All games cancelled or suspended due to "acts of God" shall, if necessary to be played in order to meet the minimum game requirements set forth by Dixie Youth League, be rescheduled for a date and time set forth by the Board of Directors taking into consideration the regular play schedule and any other factors necessary to ensure that the game is made up in a timely manner. The League Official shall be the sole judge(s) as to whether to play, suspend or cancel a game due to "acts of God".

SECTION 6. MINIMUM PLAYER REQUIREMENTS FOR GAMES

In the event that a team scheduled for a game does not have enough players to fulfill the roster requirements as set forth by Dixie Youth League and adopted by the BDYBL, then the team without enough players may elect to pick up a player from another team within the same division. The game shall still be considered an official BDYBL-sanctioned game for purposes of insurance and other League matters.

Sumter County Tourist Tax Development Council Minutes
January 28, 2010
4:00 PM
Sumter County Administration Building
Room 142
910 N. Main Street, Bushnell, FL 33585

The regular meeting of the Tourist Development Council of Sumter County, Florida was called to order by Chairman Doug Gilpin on January 28 at 4:00 PM.

The meeting opened with a salute to the flag.

The following TDC members present and registered their attendance through a verbal roll call.

Present:

Mr. Douglas Gilpin	Sumter County Board of County Commissioners
Mr. Bob Hunt	Wildwood Country Resort
Mr. Warren Maddox	City of Bushnell
Mr. Dan McCormic	Sumter Crossing Shopping Center
Mr. Douglas Tharp	The Villages

Absent:

Ms. Erin Munz	Sumter County Fair Board
Ms. Robbie Kellum	Wynnhaven
Mr. Robby Strickland	City of Wildwood
Mr. Steve Lind	Tracy's Point

Chamber of Commerce Representative

Ms. Lee Ann Carr	Sumter County Chamber of Commerce
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Proper legal notice has been given and a quorum was declared.

Commissioner Gilpin welcomed attendees. A roll call vote was taken.

A flag salute was held to acknowledge our Veteran's.

Chairman Gilpin asked Lee Ann Carr to explain the scoring procedure. Profiles of planners, along with references were provided for review and suggested opening questions are included in packets. Weighting sheets were explained including the point system. Each presentation would be heard and the presenting team or contractor scored. At the end of the evening, scores would be tallied and a recommendation would be made by the TDC in favor of the team or contractor deemed most advantageous for Sumter County. The results will be announced at the conclusion of the meeting and a recommendation will be moved forward to the Board of County Commissioners for approval. All present were reminded that the contract award would not be final until approved by the BOCC. There will be an attempt to have this ready for the next meeting. Presenter order will be determined by the selection of an envelope containing the numbers 1,2 and 3 which will determine order of presentation.

Vision Marketing & Communications represented by Bob Wright and John Weed presented first. The presentation began with a review of qualifications. Planning and ideas are based upon execution with the understanding that analytics and success measures would be included prior to beginning the process. The importance of considering the individual attributes of Sumter County was stressed. Experience/Successful projects include experience with the Osceola CVB, alliance with the Orlando Sports Commission, ESPN Bassmaster Tournament relocated to Florida which increased tax revenues in the Osceola County by 14%. D&P Studios (formerly David Nixon Studios) name change and improved marketing strategy for films which resulted in a 44% Return on Investment. This team discussed additional experience in maximizing golfing as a tourism venue. Price was disclosed in the packet distributed to the TDC but remained undisclosed to participating presenters- \$15,000.00. This team will be focused on branding Sumter County with their "best" asset – whatever that may be. When questioned related to Sumter County assets, Mr. Wright stated that it was impossible to overlook fishing and eco-tourism. This team looked at maximizing Visit Florida advertising which could be branded or rebranded with Sumter County advertising. The number one reason that people visit Florida is to visit friends and relatives. The Villages represents a large extended market.

E5 Solutions Group- Rick Dodge, President will present for this group who has been contracted by Sumter County to help area businesses thrive. The E5 Solutions team was introduced: Rich Hickman-tourism, Jacob Joseph, Zachery Dodge and Doug Smiley. Presentation includes plans to meet individually with TDC members and area tourism stakeholders. Presentation stressed the strength of "knowing Sumter County" including an understanding of the dichotomy of Sumter County- the preservation of existing strengths from the rural nature of the County to the Villages. Questions related to tourism could be easily incorporated into a survey currently underway for Economic Development. Successful projects include the Dali museum, increase of St. Petersburg events from approximately 60 to 600, success in bringing Mexican leaders to St. Petersburg. References provided. Focus on increasing tourism including National Cemetery and The Villages which represents one large national product and visibility. Discussion of plans to utilize Visit Florida partnership. Golf, Fishing and Eco-Tourism appear to be our top products. Visit Florida Marketing Program including "Share a Little Sunshine". 19500.00 cost and a projected four month timeline. Birding festivals discussed and rural Florida discussed. Question related to length of current contract - November 10, 2010. Conflict of interest was discussed -- this team states that they consider it an enhancement for the work that they are already contracted to do.

University of Florida Team represented by Elaine McLaughlin and Dr. Lori Pennington-Grey. Dr. Grey's experience includes creating tourism plans for rural counties and rural countries. Elaine McLaughlin's experience includes tourism development in Lee County and surrounding counties. She is also a founding member of Visit Florida and sits on the Florida State Parks board. Destination plans should begin at the strategic level. This team does not recommend beginning at the tactical action stage. Both team members stress the importance of beginning at the strategic level and understanding what our current tourists think of Sumter County. Planning includes key stakeholder meetings, consensus building and surveys by internet and phone. Planning also includes destination-visioning sessions. Other items- the importance of incorporating the internet, which can equalize the playing field between rural counties and other areas, determination of the characteristics that differentiate Sumter County including resident values and Sumter County's unique proposition in the marketplace. Focus on the importance of maximizing current resources and not trying to become "something that you aren't". Product Development and Marketing will both be a part of this plan. The importance of partner development and leveraging benefits was discussed. . The importance of understanding our competition, communication and fishing was discussed. The primary focus of this team was on metrics, area research and understanding what brought tourists to the area including the consideration of the two Sumter County Markets (International & Local). This plan will include metrics, cost, partner development, market development, media platforms including social media. Cost range: \$35,000.00 -\$50,000.00.

Weighting sheets completed and tallied and E5 Solutions announced as the recommended planner. All presenters were thanked for attending.

Submitted by:
Lee Ann Carr
Sumter County Chamber of Commerce
February 2, 2010
Meeting Adjourned at 6:00 PM
REVIEWED & APPROVED: _____

(Date)

**Sumter County Chamber of Commerce
TDC Committee
Application Checklist**

Organization Name: Bushnell Dixie Youth Baseball League

Event Name: Florida Dixie Youth TBall Regional

Event Date: June 19-June 26

Amount Requested: 15030.21

Previously Funded By TDC? ☒ Yes ☐ No
Amount(s) _____ #Years 1

- ☒ Charter
- ☒ Articles of Incorporation
- ☒ By-laws
- ☒ Chamber verified status through Sunbiz.org – please attach
- ☒ Minutes of meeting authorizing officers to apply for grant funds
- ☒ IRS determination letter of non-profit status
- ☒ List of current officers and board members indicating terms and salaries
- ☐ Organizational chart
- ☒ Copy of financial statement of most recent fiscal year

Recommendation:

Rank Assigned: 3

Approved ☒ Denied ☐ Additional Information Required ☒

Reasons: The Bushnell Dixie Youth Team, represented by Carrie Tadlock, Stephanie Leggett and Shannon Woodard has been successful in attracting another regional tournament to the Bushnell area. The tournament attracted is a Regional T-Ball Tournament and one of the first that the state has held on a Regional level. The tournament is slightly smaller than last years tournament and is comprised of 9 teams, two of which are home teams. The remaining seven teams are most likely to spend the night in the area with an estimated total impact of 164 room nights needed daily. It is estimated that attendees will dine in Sumter County restaurants and will need to purchase approximately 800 meals locally. Rain Days would extend the tournament beyond the anticipated 5 day period. The tournament will take place in Lake Panasoffkee which has existing T-Ball fields and the improvements made to the park will be permanent and can be used to attract additional tournaments and activities to the field.

Ratified by the Sumter County TDC on 071708

The Review Committee has requested that the Bushnell Dixie Youth Team provide the following information: Cost to install the equipment (not included in funding request) and that the County Attorney render an opinion as to whether the tent, table and chair rental can be covered according to the statutes.

Additionally, the Review Committee recommends that the TDC confirm that it is not possible to use the Bushnell Park for T-Ball.

Providing those stipulations, funding in the full amount of 15030.21 is recommended.

An Estimated Impact Statement from last years event is included.

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53808

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

[

The Villages Technology Solutions Group
1026 Canal Street
The Villages, FL 32162

L

DATE May 20, 2010

DEPT. Capital Outlay & 307 Series2006

BY Construction Fund

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
307-010-511-6400			Voice Over Internet Protocol (VoIP) Equipment	338,437.50	338,437.50
			Voice Over Internet Protocol (VoIP) Labor	21,090.00	21,090.00
			For The Villages Sumter County Service Center		
305-412-525-6400			Voice Over Internet Protocol (VoIP) Equipment	514,783.80	514,783.80
			Voice Over Internet Protocol (VoIP) Labor	64,735.00	64,735.00
			For the remaining County-wide offices		
			Budget A-84 will cover the funds on this P.O.		
			TERMS:	TOTAL	939,046.30

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

Quote Summary

Location	Equipment Cost	Equipment/ Discounted	Labor/ Installation	Equipment & Labor
Service Center	500,016.00	323,437.50	21,090.00	344,527.50
Villages Annex - Government	43,729.00	27,548.70	3,000.00	30,548.70
Villages Annex - Building/Health Dept			1,430.00	1,430.00
Belvedere Library	8,330.00	5,110.50	760.00	5,870.50
Call Accounting System		15,000.00		15,000.00
Subtotal Phase I	552,075.00	371,096.70	26,280.00	397,376.70
Historic Courthouse	101,316.00	62,226.90	7,145.00	69,371.90
Judicial Bldg	83,340.00	51,069.00	7,065.00	58,134.00
Public Works Office	24,174.00	14,813.10	2,980.00	17,793.10
Transit Office	8,188.00	5,062.20	845.00	5,907.20
1988 Dentention Cntr	8,188.00	5,062.20	840.00	5,902.20
Immediate Inmate Housing	6,119.00	3,813.60	720.00	4,533.60
180 Bed Facility	5,614.00	3,510.60	605.00	4,115.60
Food Service	1,399.00	870.60	450.00	1,320.60
Intake and Release	7,504.00	4,656.60	335.00	4,991.60
Jail Office	4,858.00	3,052.20	525.00	3,577.20
BOCC Fac. Maint.Fire Sta. 11	11,301.00	6,996.90	1,055.00	8,051.90
Tax Collector-Property Appr	43,925.00	26,922.00	3,215.00	30,137.00
Court House Sec. Vestibule	4,009.00	2,468.10	740.00	3,208.10
State Attorney	8,098.00	4,996.20	805.00	5,801.20
Public Defender Bldg. A	6,205.00	3,790.50	535.00	4,325.50
Public Defender Bldg. B	4,892.00	3,000.30	525.00	3,525.30
Probation	5,278.00	3,236.70	535.00	3,771.70
Sheriff (old Walmart)	135,977.00	83,265.30	5,985.00	89,250.30
Supvr of Elections	37,868.00	23,276.70	5,920.00	29,196.70
Information Technology	4,009.00	2,468.10	3,250.00	5,718.10
Records Center - Clerk	5,143.00	3,155.70	540.00	3,695.70
Animal Control Office	8,777.00	5,376.30	530.00	5,906.30
FORCE Office	8,777.00	5,376.30	530.00	5,906.30
Gate Attendants	7,464.00	4,586.10	525.00	5,111.10
Bushnell Public Library	7,464.00	4,586.10	525.00	5,111.10
Guardian Ad Litem	7,842.00	4,815.30	530.00	5,345.30
Rowell Library	7,952.00	4,881.30	530.00	5,411.30
Lake Pan Library	7,464.00	4,586.10	525.00	5,111.10
Fire Station 12, Webster	7,464.00	4,586.10	525.00	5,111.10
Fire Station 14, Center Hill	7,464.00	4,586.10	525.00	5,111.10
Fire Station 15, Sumterville	7,086.00	4,356.90	520.00	4,876.90
Fire Station 21, Lake Pan	7,464.00	4,586.10	525.00	5,111.10
Fire Station 28, Croom	7,086.00	4,356.90	520.00	4,876.90
Fire Station 29, Tri County	7,464.00	4,586.10	525.00	5,111.10
Fire Station 31, Wildwood	7,464.00	4,586.10	525.00	5,111.10
Fire Station 32, Oxford	7,464.00	4,586.10	525.00	5,111.10
Fire Station 33, Coleman	7,464.00	4,586.10	525.00	5,111.10
Fire Station 34, Royal (not recommended)	7,464.00	4,586.10	515.00	5,101.10
Bushnell Annex	61,785.00	37,950.00	6,005.00	43,955.00
Misc	76,615.00	46,851.00	n/a	46,851.00
Subtotal Phase II - General Fund	785,429.00	482,124.60	59,545.00	541,669.60
Total - Phase I & II	1,337,504.00	853,221.30	85,825.00	939,046.30
FUNDED IN COR 307 CONSTRUCTION FUND	500,016.00	338,437.50	21,090.00	359,527.50
FUNDED BY GENERAL FUND RESERVES	837,488.00	514,783.80	64,735.00	579,518.80

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53827

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

TO

BUSHNELL, FLORIDA 33513-9402

FROM

The Villages Technology Solutions
1026 Canal Street

L The Villages, FL 32162

DATE May 10, 2010

DEPT. Information Technology

BY

[Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001-415-519-3100	3400	1	General IT Support Services Agreement for remaining 09/10 FY <i>Blanket PO</i>	50,000.00	50,000.00
TERMS:				TOTAL	50,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

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AUTHORIZED BY:

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**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: General IT Support Services Agreement with The Villages Technology Solutions Group

REQUESTED ACTION: Staff recommends approval

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 3/23/2010
☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: The Villages
Technology Solutions
Group

Effective Date: 3/23/2010
Managing Division / Dept:

Termination Date:
Support Services/Information Technology

BUDGET IMPACT: \$50,000 (remaining 09/10 FY)

☒ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: Professional Services
EXPENDITURE ACCOUNT: 001-415-519-3100

HISTORY/FACTS/ISSUES:

Sumter County is in need of certain general IT support services. The County wishes to enter into an agreement with The Villages Technology Solutions Group (TSG) to provide services described in the attached Exhibit A. For emergencies TSG shall initiate work upon written or verbal instructions. For non-emergency projects, the County will request work to be performed under this agreement on a written work order.

The County will pay the fees set forth in the attached Exhibit B. All services requiring work away from TSG's usual place of business will be billed from the time of departure from TSG's usual place of business to time of return to TSG's usual place of business. TSG will bill the County on a bi-weekly basis for all services included in that billing cycle. The County will pay all invoices within (30) days of the billing date.

APPROVED

March 23, 2010

GENERAL IT SUPPORT SERVICES AGREEMENT

THIS GENERAL IT SUPPORT SERVICES AGREEMENT ("Agreement") is made and entered into this 23 day of March, 2010 by and between THE VILLAGES OPERATING COMPANY, a Florida corporation whose address is 1020 Lake Sumter Landing, The Villages, Florida 32162 d/b/a THE VILLAGES TECHNOLOGY SOLUTIONS GROUP ("TSG") and SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida whose address is 910 N. Main St., Bushnell, Florida 33513 ("Sumter").

RECITALS

A. Sumter is in need of certain general IT support services for its computer systems and networks ("General IT Support Services").

B. TSG is in the business of providing General IT Support Services for computer systems and networks.

C. At this time, TSG and Sumter wish to set forth their agreement concerning TSG providing Sumter with General IT Support Services.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the parties hereto agree as follows:

1. Description of Services: TSG shall provide from time to time the services described in the attached *Exhibit "A"*. For emergencies, TSG shall initiate work upon written or verbal instruction. For non-emergency projects, Sumter shall request work to be performed under this Agreement on a written work order. Such order shall define the scope of work requested and provide time frames for completion of the requested work. Upon signature of the work order by TSG, such work order shall define the scope of work and the time frames within which the work will be completed. In the event the provisions of the work order and this Agreement are contrary, the provisions of the work order shall control.

2. Term: The term of this Agreement shall be three (3) years from the effective date.

3. Fee Structure: Sumter shall pay the fees set forth in the attached *Exhibit "B"*. All services requiring work away from TSG's usual place of business shall be billed from the time of departure from TSG's usual place of business to the time of return to TSG's usual place of business. TSG shall bill Sumter on a bi-weekly basis for all services included in that billing cycle. Sumter shall pay all invoices within thirty (30) days of the billing date. Late payments shall be subject to a late fee of five percent (5%).

4. Ownership of Work Product: Sumter shall be the owner of all codes and programs created by TSG specifically for Sumter and placed on the computer systems of Sumter.

5. Third Party Software Licensing: TSG may from time to time install software or hardware on Sumter's system that requires licensing arrangements with a third party. Sumter shall be responsible for acquiring and maintaining the necessary licenses for any third party software or hardware placed on Sumter's computer systems.

6. Access to System: Sumter agrees to provide TSG with the necessary access to the computer system as required for TSG to perform those services contracted for herein. Sumter shall provide necessary access for TSG to provide its General IT Support Services remotely.

7. Confidential Information: TSG acknowledges that it may have access to certain confidential information when performing the services contracted for herein and agrees to take necessary acts to ensure that TSG does not make public any information that is identified in writing by Sumter to TSG as confidential and further agrees not to use or disseminate such confidential information except as is necessary to perform its General IT Support Services contracted for herein or as required by law.

8. Employees: Sumter agrees not to hire employees of TSG for the term of this Agreement and for one year beyond the date this Agreement terminates.

9. Insurance: TSG agrees to keep in place insurance, and produce verification of insurance upon request, with limits not below the following amounts: One Million and 00/100 Dollars (\$1,000,000.00) general liability; Two Million and 00/100 Dollars (\$2,000,000.00) aggregate liability; Two Million and 00/100 Dollars (\$2,000,000.00) professional liability or errors and omissions (E & O); One Million and 00/100 Dollars (\$1,000,000.00) business automobile liability (if applicable); One Hundred Thousand and 00/100 Dollars (\$100,000.00) worker's compensation each accident and each disease; and, Five Hundred Thousand and 00/100 Dollars (\$500,000.00) worker's compensation policy limit. Certificates of insurance naming the Sumter County Board of Commissioners as an additional insured shall be provided for each insurance policy. All insurance carriers must have a financing rate of A- or higher by A.M. Best.

10. Damages: Sumter agrees that damages for any action brought against TSG pursuant to this Agreement shall not exceed the amount of insurance TSG has in place at the time of the event causing such action. In no event shall TSG be liable for special, indirect or consequential damages resulting from work performed under this Agreement.

11. Hold Harmless: TSG agrees to hold Sumter harmless for any damage done to TSG's computer systems while performing work on Sumter's computer system.

12. Force Majeure: Each party shall be excused from performing any obligation or undertaking provided for in this Agreement for so long as such performance is prevented or delayed, retarded or hindered by act of God, fire, earthquake, flood, explosion, action of the elements, war, invasion, insurrection, riot, mob violence, sabotage, inability to procure or general shortage of labor,

equipment, facilities, materials or supplies in the open market, failure of transportation, strike, lockout, action of labor unions, requisition, laws, orders of government or civil or military or naval authorities, or any other cause, whether similar or dissimilar to the foregoing, not within the reasonable control of the party prevented, retarded or hindered thereby, including reasonable delays for adjustments of insurance.

13. Merger. This Agreement contains the entire understanding among the parties and supersedes any prior understandings and agreements between them within the respecting subject matter. There are no representations, agreements, arrangements, or understandings, verbal or written, between and among the parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

14. Construction, Jurisdiction, and Venue. This Agreement shall be construed according to the laws of the State of Florida. Jurisdiction and Venue for any action hereunder shall lie within the Fifth Judicial Circuit, in and for Sumter County, Florida.

15. Miscellaneous: TSG and Sumter acknowledge that the parties and their counsel have reviewed and revised this Agreement, and that the normal rule of construction (ambiguities are to be resolved against the drafting party) shall not be employed in the interpretation of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

THE VILLAGES OPERATING COMPANY,
a Florida corporation d/b/a The Villages
Technology Solutions Group

By: 

Name: MARK MORSE

Title: PRESIDENT

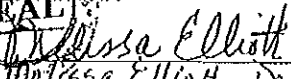
BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

By: 

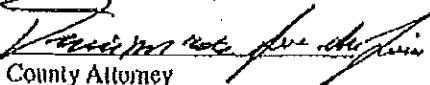
Name: Doug Wilpin

Title: Chairman




Melissa Elliott, Deputy Clerk

Approved as to Form
and Legal Sufficiency


County Attorney

**AGREEMENT FOR GENERAL IT SUPPORT SERVICES
EXHIBIT "A"**

SCOPE OF SERVICES

The Sumter County Board of County Commissioners (Sumter) desires to engage The Villages Operating Company d/b/a The Villages Technology Solutions Group (TSG) to aid in delivering various types of "General IT Support Services" to its organization. This may include assistance with, but is not limited to, any existing technology, as well as technology that may not presently exist in the Sumter technology infrastructure. Each "request for assistance" will be identified on a unique Work Order, and all processes, time, and billing will be tracked back to each Work Order.

INITIATION OF REQUEST AND WORK ORDER

Sumter will submit its request for assistance to TSG in any one of these acceptable forms: telephone communication, email, or fax. TSG will take the information provided in the request and create a unique Work Order specifically for this request.

When possible, TSG will estimate the amount of time required to complete the tasks identified on the Work Order. When there is not enough information available to estimate the amount of time that might be required, TSG, in conjunction with Sumter, will establish an agreed upon amount of time to invest in the Work Order before both parties reconvene to determine status.

Prior to commencement of any work, both parties will approve the Work Order by signing or by indicating approval via email communications.

BILLING FOR SERVICES

Billing for all work being performed for a Work Order will be done at either the accepted completion of the Work Order, agreed upon by both parties, or on a bi-weekly basis for work completed within a billing cycle. All invoices will identify the work performed as well as the Work Order they were performed against.

DELIVERABLE PRODUCTS

All results of any technical support provided, based upon applicable Work Order, shall remain the sole property of Sumter. This includes (where applicable) work documents, notes, and documentation.

**RATE STRUCTURE
EXHIBIT "B"**

Description/Function	Hourly Rate
Technical Training	\$70
Technical Support	\$80
Systems Administration	\$85
Network Engineering	\$115
Project Management	\$120